

Town of Rothesay

Land Acknowledgement

We would like to respectfully acknowledge that our town of Rothesay exists on the traditional lands of the Wolastoqiyik / Maliseet and Mi'Kmaq whose ancestors, along with the Passamaquoddy / Peskotomuhkati Tribes / Nations signed Peace and friendship Treaties with the British Crown in the 1700s.

We respectfully acknowledge that The United Nations Declaration of the Rights of Indigenous Peoples (UNDRIP) was adopted by the United Nations on September 13, 2007 and enshrined in law in Canada by Parliament on June 21, 2021 as Bill C-15.

We respectfully endorse the Calls to Action of the Truth and Reconciliation Commission of 2015 as it applies to our Municipal Government of the town of Rothesay.

- presented by the Honourable Graydon Nicholas
September 13th, 2021



2023 July 10 Open Session FINAL_001

ROTHESAY
COUNCIL MEETING
Town Hall Common Room
Monday, July 10, 2023
7:00 p.m.



PLEASE NOTE: Electronic means of communication may be used during the meeting.

Public access to the livestream will be available online:

<https://www.youtube.com/user/RothesayNB>

Rothesay Land Acknowledgement **Deputy Mayor Alexander**

1. APPROVAL OF AGENDA

2. APPROVAL OF MINUTES Regular Meeting 12 June 2023

➤ **Business Arising from Minutes**

3. OPENING REMARKS OF COUNCIL

3.1 Declaration of Conflict of Interest

4. DELEGATIONS

4.1 Fundy Regional Service Commission Phil Ouellette, CEO (*see Item 9.1.1*)

5. CORRESPONDENCE FOR ACTION

5.1 12 June 2023 Email from S. Maltby, A. McKay, and M. Robins RE: Housing Accelerator Fund – A Case for Infrastructure Support for Wiljac Extension

Refer to staff

5.2 14 June 2023 Letter from resident RE: Beavers blocking a culvert

Receive and file – matter resolved

5.3 20 June 2023 Grant request from the YMCA RE: Glenn Carpenter Centre

Refer to the Finance Committee

5.4 5 July 2023 Request to operate ice-cream sales bike in Rothesay

Refer to the Works and Utilities Committee

6. CORRESPONDENCE - FOR INFORMATION

N/A

7. REPORTS

7.0 July 2023 **Report from Closed Session**

7.1 24 May 2023 Kennebecasis Regional Joint Board of Police Commissioners (KRJBPC) meeting minutes

31 May 2023 KRJBPC Statement of Financial Position

21 June 2023 KRJBPC Call Summary

29 June 2023 KRP Traffic Services Report

ROTHESAY

Regular Council Meeting

Agenda

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10 July 2023

- 7.2 31 May 2023 Draft unaudited Rothesay General Fund Financial Statements
 31 May 2023 Draft unaudited Rothesay Utility Fund Financial Statements
 31 May 2023 Donation Summary
 22 June 2023 Draft Finance Committee meeting minutes
 ➤ Kennebecasis Public Library Funding Request
 ➤ KV Food Bank Funding Request
 ➤ Bill McGuire Centre Rental Rates
- 7.3 20 June 2023 Draft Parks and Recreation Committee meeting minutes
 ➤ Out Fer' A Rip (Seadoo rentals)
- 7.4 4 July 2023 Draft Planning Advisory Committee meeting minutes
 ➤ 202 Gondola Point Road (PID 30242069) – Cash in lieu of LPP
- 7.5 June 2023 Monthly Building Permit Report
- 7.6 5 July 2023 Capital Projects Summary

8. UNFINISHED BUSINESS**TABLED ITEMS**

8.1 Strong Court Sidewalk – Anglophone South School District (Tabled April 2021)*No action at this time***8.2 Rothesay Arena Open House** (Tabled September 2021)*No action at this time***8.3 Private Lanes Policy** (Tabled July 2022)*No action at this time*

8.4 Holland Hills Development PID #00056598 - 48 Unit apartment building

- 28 June 2023 Memorandum from Town Clerk Banks
 DRAFT By-law 2-10-34
 4 July 2023 Memorandum from DPDS White
 DRAFT Amended Development Agreement

8.5 Flyer Distribution By-law 2-2023

- 6 July 2023 Memorandum from Town Clerk Banks
 29 June 2023 Letter to PostMedia
 DRAFT By-law 2-2023

9. NEW BUSINESS**9.1 BUSINESS ARISING FROM DELEGATIONS****9.1.1 Fundy Regional Service Commission (FRSC)**

- 7 July 2023 Memorandum from Town Manager Jarvie
 DRAFT 2023-2028 FRSC Regional Strategy

For Information

ROTHESAY

Regular Council Meeting

Agenda

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10 July 2023

- 9.2 Consumer Fireworks Regulations/Use in the Kennebecasis Valley**
28 June 2023 Report prepared by KVFD Fire Chief Michael Boyle

- 9.3 Discharge Agreement – 127 Hampton Road (PID 00243006)**
4 July 2023 Report prepared by DPDS White
DRAFT Discharge Agreement
2002 Existing Agreement (to be discharged)

- 9.4 Contract T-2023-001A Sidewalk Renewal and Miscellaneous Pipe Repair**
5 July 2023 Report prepared by DO McLean

- 9.5 Clark Road/Gondola Point Road Traffic Signals – Equipment Supply**
5 July 2023 Report prepared by DO McLean

10. NEXT MEETING

Regular meeting Monday, August 14, 2023 at 7:00 p.m.

11. ADJOURNMENT

Fundy Regional Service Commission

Regional Strategy

Town of Rothesay, July 10, 2023



Acknowledgements

- Committees
- Partners and Stakeholders
- FRSC Board & Staff



Project Progress & Approach

Engagement by the numbers:



Sought Feedback From:

91 Organizations

185 Individuals

10 Indigenous Communities



Total Engagement Time:

34 Hours



30 Phone calls



9 Strategic Plan Committee Engagement Meetings

3 Strategic Plan Board Engagement Meetings



169 Surveys sent



4 Focus groups

What We Heard

2023July10OpenSessionFINAL_019



Key Themes:

- Collaboration
- Avoiding duplication
- Extending the reach of services
- Defining FRSC's role

FRSC Regional Strategy Vision

2023 July 10 Open Session FINAL_020

Inspiring Collaborative Excellence, Resilient Communities, and Valuable Outcomes.

- Envisions the region in 5 years
- Commitment to service delivery, forging partnerships, resource sharing, adding value
- Fair and equitable access to programs and services

FRSC Regional Strategy Shared Values

Building Trust

Forging new and expanded relationships with transparency, reliability, respect, and integrity as the foundation.

Collaboration

Foster an environment of open communication and mutual support to achieve shared goals and ensure effective and efficient service delivery.

Accountability

Demonstrate transparency and maintain the trust of the communities we serve through open communication and reporting

Continuous Improvement

Foster a culture of continuous improvement, encouraging the integration of cutting-edge solutions to provide better services to residents.

Innovation

Embrace innovation and continually seek new and creative approaches to enhance service delivery practices, technologies, and strategies.

Region-Minded

Commit to serving and meeting the needs of the Fundy Region, prioritizing citizen engagement to ensure services are scaled appropriately to the region's needs.

Financial Responsibility

Execute a prudent and responsible approach to financial management in service delivery endeavours and commit to sound financial decisions based on economic principles and long-term sustainability considerations.

Sustainability

Strive to make decisions and achieve outcomes that are financially viable, environmentally responsible, and socially beneficial.

Strategy Snapshot: Mandate Areas

2023 July 10 Open Session FINAL_022

77 Total Actions

Introduce	focus on specific projects, programs, or initiatives to drive change and development	32
Study	involve research and analysis to gather insights	22
Partner	foster cooperation and resource sharing	15
Advocate	aim to influence policy changes and engage stakeholders	8

Mandate Areas



Regional Public Safety

2023July10OpenSessionFINAL_024

Vision

A unified and resilient Public Safety response in the Fundy Region, where seamless interagency collaboration and interoperability empowers our communities to thrive and deliver enhanced and effective public safety service for all.

Goals

- To foster interagency collaboration in the Fundy Region through cooperation, resource sharing, and joint training among public safety agencies to enhance overall emergency response capabilities.
- Achieve Interoperability among public safety agencies in the Fundy Region to optimize incident response and information sharing through collaboration on systems and operational improvements.
- Establish a unified and coordinated regional approach to Emergency Measures Organization (EMO) in the Fundy Region by fostering collaboration, sharing resources, and aligning emergency response plans to enhance preparedness, response, and recovery capabilities.



Regional Public Safety

2023July10OpenSessionFINAL_025

Actions

Introduce

PS-1 Establish a regional subcommittee consisting of local Emergency Management Organization (EMO) representatives to strengthen collaboration and information sharing among EMOs, fostering effective coordination and regional preparedness.

PS-2 In collaboration with the Regional Transportation Committee, establish a train traffic and safety committee to provide support and guidance in managing increased rail volume and activity.

Study

PS-3 Complete a regional risk assessment to define common risk areas and local risks with a regional impact to enable targeted preparedness measures to enhance readiness and response.

PS-4 Research opportunities for standardized guidelines and requirements for emergency response planning, ensuring consistency and efficiency across the region, and enabling effective response to emergencies and disasters.

PS-5 Create an inventory of regional public safety assets, identifying gaps and collaborative opportunities, to determine the need for expanded or new assets to enhance regional collaboration.

PS-6 Review existing mutual aid agreements to identify areas for improvement to enhance consistency and maximize response effectiveness.

PS-7 Compile an inventory of existing public safety training programs to amalgamate training implementation between agencies, enhance resource optimization and improve efficiency and effectiveness of the training being provided.

Partner

PS-8 Support agencies in the implementation of a standardized joint incident command structure for major emergencies involving multiple agencies through a Regional Procedural and Policy Manual for all public safety agencies in the region.

PS-9 Support agencies in implementing an after-incident review process to systematically evaluate and analyze major incidents or emergencies, identify improvement opportunities, and develop targeted training outcomes to enhance ongoing skill development and preparedness.

PS-10 Support agencies in the implementation of a standardized communication system to ensure compatibility, interoperability, and real-time information sharing among agencies to improve collaboration and coordinated response capabilities.

PS-11 Support agencies in regular joint exercises and simulations to test and improve interoperability and develop targeted training outcomes.

Advocate

PS-12 Annually advocate for enhanced funding from the Government of New Brunswick and the Government of Canada for regional public safety infrastructure, equipment, programming and training to enhance the safety and security of the Fundy Region



Regional Transportation

2023July10OpenSessionFINAL_026

Vision

The FRSC will bring stakeholders and local governments together to establish goals and priorities that address strategic issues around regional transportation, including collaboration, services, and needs, with the aim of developing a plan for integrated services into the future

Goals

- Understand the diverse transportation needs and preferences of users across the Fundy Region.
- Improve Transportation Access for all residents in the Fundy Region.
- Enhance the Connectivity of transportation modes within the Region.
- Promote safe and efficient transportation by addressing conflicts between different modes
- Address legislative and governance barriers to enhance transportation services in the Region.



Regional Transportation

2023July10OpenSessionFINAL_027

Actions

Introduce

T-1 Create Multimodal Level of Service (MMLoS) guidelines for the Fundy Region, establishing performance measures and criteria to evaluate transportation modes, enabling standardized evaluation of transportation and traffic conditions for informed decision-making and efficient, accessible transportation systems.

T-2 Develop and implement a regional "Share the Road" campaign, focusing on raising awareness, promoting safe and respectful interactions between different road users, and educating the community on the importance of sharing the road to improve overall road safety and reduce accidents.

Study

T-3 Investigate the merits of a regional travel survey that collects travel patterns and behaviour data that informs transportation planning and decision-making processes for local policy, decision-makers, and developers.

T-4 Conduct a survey to identify underserved populations and communities within the region, collecting data on their transportation needs, challenges, and preferences, and based on the findings, develop actionable recommendations for targeted transportation initiatives to address their specific needs and improve accessibility.

T-5 Conduct an in-depth analysis of regional growth projections, population shifts, and transportation demands to inform the development of a future-focused regional transportation master plan that effectively addresses the anticipated growth needs, ensuring the implementation of efficient and sustainable transportation systems that support the region's development.

Partner

T-9 Engage with partners to develop a Sustainability Month to promote and grow sustainable transportation modes such as walking, cycling, rolling, transit, and carpooling, and explore ideas which incentivize sustainable modes and raise awareness to efforts across the region.

T-10 Work with all levels of government to enhance funding opportunities to facilitate regional transportation initiatives and priorities.

Advocate

T-6 Collaborate with government agencies, policymakers, and industry stakeholders to identify and subsequently advocate for legislative changes that remove barriers, streamline processes, and address cross-jurisdiction challenges hindering transportation service enhancements.

T-7 In collaboration with the Public Safety committee, the Provincial Government, local governments, and rail operators develop a set of recommendations to improve the impact on local communities in terms of traffic delays and noise from increased rail activity.

T-8 Engage in collaborative partnerships with Local Governments, the Fundy Rural District, and community organizations to advocate for transportation equity, leveraging collective influence to secure funding for infrastructure and service improvements that address the identified transportation needs of underserved populations and communities within the region, including initiatives such as the Great Trail and rural transit.



Land-Use Planning

2023July10OpenSessionFINAL_028

Vision

Foster regional collaboration to achieve sustainable communities through collaborative and responsible land use planning that fosters vibrant communities, preserves natural landscapes, and supports equitable and resilient development for present and future generations across the Fundy Region.

Goals

- Deliver modern and responsible Land Use Planning services.
- Enhance regional collaboration for consistent and improved development outcomes.
- Align planning documents with provincial legislation and develop a Regional Land Use Plan to manage sustainable development across the Region.



Land-Use Planning

2023July10OpenSessionFINAL_029

Actions

Introduce

Martins, including an updated Rural Plan, Building By-law, and Subdivision By-law.

P-2 Create modern and responsive local planning regulations for the Fundy Rural District, including a local approach to subdivision through a revised private access policy.

P-3 Facilitate the development of regional planning guidelines that outline common standards, principles, planning rules, and opportunities to amend planning regulations to align with forthcoming Statements of Provincial Interest.

P-4 Engage planning professionals, stakeholders, and the public in the development of a Regional Land Use Plan that takes a systems-based approach and considers regional growth patterns, natural resource management, Climate Change impacts and adaptation, transportation networks, and community development objectives.

Study

P-5 Investigate and pilot enhanced and collaborative planning and building inspection services for existing communities, additional communities, and the region.

Partner

P-6 Explore opportunities and advocate for Local Governments to play an enhanced approvals role in select provincial approvals that have direct impact on local land development.

Advocate

P-7 Explore opportunities for resource sharing to improve capacity for planning and development across the Fundy Region.

P-8 Implement a collaborative platform for Planning Directors and staff in the Region to share current efforts, best practices, exchange knowledge, and promote collaboration.



Community Development

2023July10OpenSessionFINAL_030

Vision

Empowering communities, fostering inclusivity, and improving health and well-being outcomes through collaborative community development initiatives.

Goals

- Promote successful newcomer settlement and foster diversity through collaboration, engagement, and expanded access to services.
- Support the equitable access to programs and services, collaborate regionally, and support initiatives that enhance social inclusion for all across the Fundy Region.
- Advocate for an inclusive approach to housing, reduced legislative barriers, and comprehensive data to understand and meet regional housing needs.
- Enhance community health outcomes by expanding effective programs and sharing best practices.



Community Development

2023July10OpenSessionFINAL_031

Actions

Introduce

CD-1 Develop a regional community development asset map in partnership with key stakeholders that catalogs programs and services related to community development and its mandate.

CD-2 Launch and implement a new Dial-A-Ride program by fall 2023 to provide flexible and accessible transportation to programs and services for underserved populations and communities within the region.

CD-3 Facilitate an annual Community Development symposium to facilitate shared learning, avoid duplication of efforts and resources, and create and report on annual work plans and outcomes related to community development and its mandate.

CD-4 Evaluate the Community Development Committee's membership structure and terms of reference to ensure representation and efficiency and propose recommendations for an inclusive and effective committee composition by March 1st, 2024.

Study

CD-5 Aligning with provincial and national frameworks and with input from data stakeholders, develop a comprehensive, measurable Poverty Reduction Strategy to enhance initiatives that will effectively address poverty in the Fundy Region.

CD-6 Collect and analyze data to understand the needs of communities, their social determinants of health, and identify gaps to support improved healthy community outcomes.

Partner

CD-7 Partner with key stakeholders to promote cultural awareness, diversity and inclusion with educational institutions, professional associations, agencies, and employers in the Region.

CD-8 Explore and create opportunities to expand newcomer settlement agencies' reach into rural areas and underserved communities through outreach programs and tailored services.

CD-9 In partnership with service providers, consult community members within the region to enhance and support evidence-based programs and initiatives that address their specific needs.

CD-10 Establish partnerships with data collection partners to tailor and obtain comprehensive data on housing needs, affordability, and gaps within the region.

CD-11 Collaborate with local governments and partners to share existing best practices and strategies that address housing suitability needs and gaps with the Region.

Advocate

CD-12 Advocate for the reduction of legislative barriers and increased government support to improve access to safe, secure and affordable housing.



Regional Facilities

2023July10OpenSessionFINAL_032

Vision

Expand upon the strong history of collaborative delivery of impactful and responsive programming and events in exceptional facilities through building a framework of trust and accountability between communities, operators, partners, and residents.

Goals

- Build a shared value proposition for the Regional Facilities.
- Attract impactful events and programming.
- Manage the Regional Facilities as world class assets.
- Develop an approach to future regional facilities and cost-sharing for recreation and arts program delivery.



Regional Facilities

2023July10OpenSessionFINAL_033

Actions

Introduce

F-1 Conduct a Regional Sport, Culture and Recreation Master Plan to understand the diversifying demands and regional priorities, programming and investments to maximize venue utilization, cost-recovery, and regional economic and quality of life impact.

F-2 Investigate best practices for mandate-related board structure, and roles and responsibilities between boards, management, and the FRSC for existing Fundy regional facilities.

F-3 Implement a financial oversight and performance evaluation system for existing regional facilities, including regular audits and analysis, to identify areas for improvement and to optimize revenue generation and cost savings.

F-4 Work with local governments, the Province, and arts and culture partners from across the region in the development of an “arts and culture” policy to support the growth of the arts and culture community across the region.

Study

F-5 Define clear criteria for distinguishing regional, sub-regional and local facilities, in order to inform planning, funding, and partnership opportunities

F-6 Build on the established criteria found in the Regional Facilities Committee’s terms of reference to identify needs, locations, and criteria when establishing regional and sub-regional facilities.

F-7 Create a sustainability program to support regional facilities in their effort to maximize the impact of their programming and facilities while also respecting the financial investment from the Fundy region.

Partner

F-8 In collaboration with the Regional Facilities operators, articulate the value proposition of the five facilities and articulate it through effective communication and marketing strategies to the region and beyond.

Advocate

F-9 The FRSC will seek financial support from federal and provincial sources to assist with members’ added costs associated with the existing regional facilities.

F-10 The FRSC will work with local communities and partners to define the highest priority infrastructure and advocate to the provincial and federal governments for appropriate investment and contributions.



Economic Development & Tourism Promotion

2023 July 10 Open Session FINAL_034

Vision

Promote a region that embraces growth, aligns economic development and tourism services, and delivers meaningful impact.

Goals

- Maintain a collaborative partnership with Envision Saint John to drive the successful implementation of the Regional Growth Agency's Strategic Plan, fostering mutual accountability and maximizing the collective impact on economic development and tourism promotion.



Solid Waste

2023July10OpenSessionFINAL_035

Vision

To promote the further reduction of waste by promoting individual and corporate responsibility and developing the waste system as an integrated resource to the community.

Goals

- Achieve sustainable and efficient solid waste management and landfill operations in the Fundy Region.
- Review known long-term opportunities, positive or negative, that have developed from recent external impacts to the solid waste management industry in the Fundy Region and recommend a path forward to the Board.



Solid Waste

2023July10OpenSessionFINAL_036

Actions

Introduce

SW-1 Develop a solid waste strategy 2025-2030 consistent with the newly published New Brunswick “Strategic Action Plan for Solid Waste Management 2023-2030” that integrates the results of the new landfill capacity EIA, new collection study and new federal/ provincial regulations.

SW-2 Create an audit process to assess the contamination of diversion materials for purposes of communication, education and proper billing allocation.

SW-3 Explore, develop, and champion “bag limit” initiatives for member communities.

SW-4 Research and develop a plan that tracks landfill odors and effectively communicates updates to stakeholders.

SW-5 Create an audit process to assess the diversion of materials, ensuring compliance with waste management goals and identifying improvement outcome.

SW-6 Develop and implement a forest fire mitigation program to address potential risks and enhance safety measures in Crane Mountain’s operations.

SW-7 Identify and monitor the gaps in diversion program access and develop a plan to address these gaps.

SW-8 Explore additional revenue-generating opportunities within the operations of Solid Waste management, leveraging innovative approaches to support financial sustainability.

Study

SW-9 Study Landfill Gas (LFG) Utilization alternatives to Electrical Generation and recommend a path forward to the Board by June 30 2024.

SW-10 Investigate and evaluate alternatives to trucking leachate.

SW-11 Explore and propose new opportunities to mitigate the increasing costs of operating Crane Mountain Landfill through the identification of other revenue integration or tactical cost control processes.



Administration, Governance & Collaboration

2023July10OpenSessionFINAL_037

Goals

- Strengthen the FRSC's corporate administration to effectively manage expanded responsibilities and foster collaboration for positive outcomes in the Fundy Region.

Actions

A-1 Conduct an audit of existing FRSC standard operating procedures and develop an action plan to enhance and implement them.

A-2 Incrementally implement the recommendations outlined in the Fundy Regional Strategy that outline minimum human resource needs to achieve the implementation of the Strategy.

A-3 Build and implement an awareness and education campaign to inform stakeholders about the expanded FRSC mandate and its significance.

A-4 Introduce integrated communications and processes to more effectively involve local government councils in the work and outcomes of the FRSC.

A-5 Introduce an FRSC scorecard for the implementation of the Fundy Regional Strategy, integrating annual targeting and measurement of the FRSC work plan

A-6 The FRSC will establish a platform and medium for greater inter-local government/rural district administrative interaction to facilitate the exchange of best practice innovative ideas, opportunities for regional partnerships, and professional growth. This space will allow for meaningful interactions that contribute to regional opportunities and enhance the delivery of the FRSC mandate, providing value for each local government/rural district.

A-7 The FRSC will develop an annual inventory of regional "advocacy" and "partnership" priorities to be presented to the Government of New Brunswick and the Government of Canada. This proactive approach aims to advance the highest priorities for the Fundy Region and advocate for necessary support and investment.

A-8 Report back to FRSC Board by mid-2024 and mid-2026 on needed adjustments on the terms of reference of each committee.

A-9 Introduce updated procedural by-law to integrate facets of new mandate and expectations of strategic plan.

Study

A-10 Develop terms of reference for the scope and expectations of the FRSC Executive, in order to align with new demands and needed executive level oversights.

A-11 Develop a customer and partner satisfaction survey program, in order to collect feedback on the Commission's commitment to service excellence and to contribute to the Commission's culture of continuous improvement.

A-12 Complete a review of the Regional Strategy prior to 2026 and invite necessary adjustments prior to the completion of the strategy in 2028.

A-13 The FRSC will develop annual work plans that support the delivery of the Regional Strategy, which will align with the FRSC budget development process.



Strategy Snapshot: Reporting

2023 July 10 Open Session FINAL_038

Implementation Plan

- Scorecard

Mandate	Goal	Target/Measure	Score	Initiatives
Regional Public Safety	To foster interagency collaboration in the Fundy Region through cooperation, resource sharing, and joint training among public safety agencies to enhance overall emergency response capabilities.			
	Achieve Interoperability among public safety agencies in the Fundy Region to optimize incident response and information sharing through collaboration on systems and operational improvements.			
	Establish a unified and coordinated regional approach to Emergency Measures Organization (EMO) in the Fundy Region by fostering collaboration, sharing resources, and aligning emergency response plans to enhance preparedness, response, and recovery capabilities.			
Regional Transportation	Understand the diverse transportation needs and preferences of users across the Fundy Region.			

Strategy Snapshot: Reporting

2023 July 10 Open Session FINAL_039

Action Strategy

- Table of actions with estimated deadlines

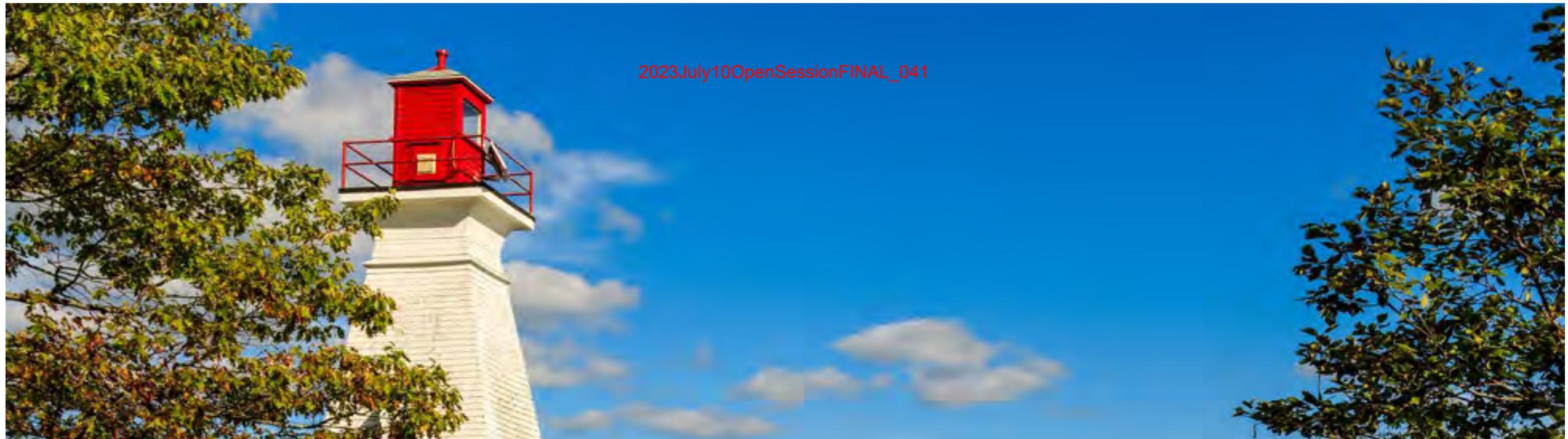
Mandate	Theme	Action	Status	Priority	Complexity	Deadline
Regional Public Safety	Introduce	PS-1 Establish a regional subcommittee consisting of local Emergency Management Organization (EMO) representatives to strengthen collaboration and information sharing among EMOs, fostering effective coordination and regional preparedness.	Not started	Low	Low	2024
Administration, Governance and Collaboration	Study	A-10 Develop terms of reference for the scope and expectations of the FRSC Executive, in order to align with new demands and needed executive level oversights.	Not started	Low	Low	2024
Administration, Governance and Collaboration	Study	A-13 The FRSC will develop annual work plans that support the delivery of the Regional Strategy, which will align with the FRSC budget development process.	Not started	High	Medium	2024
Administration, Governance and Collaboration	Study	A-14 The FRSC will report on the progress of the Regional Strategy annually through its annual report.	Not started	High	Low	2024
Administration, Governance and Collaboration	Introduce	A-2 Incrementally implement the recommendations outlined in the Fundy Regional Strategy that outline minimum human resource needs to achieve the implementation of the Strategy.	Not started	High	Low	2024
Administration, Governance and Collaboration	Introduce	A-3 Build and implement an awareness and education campaign to inform stakeholders about the expanded FRSC mandate and its significance	Not started	Medium	Low	2024
Administration, Governance and Collaboration	Introduce	A-5 Introduce an FRSC scorecard for the implementation of the Fundy Regional Strategy, integrating annual targeting and measurement of the FRSC work plan	Not started	Medium	Low	2024
Administration, Governance and Collaboration	Introduce	A-8 Report back to FRSC Board by mid-2024 and mid-2026 on needed adjustments on the terms of reference of each committee.	Not started	Low	Low	2024
Community Development	Introduce	CD-1 Develop a regional community development asset map in partnership with key stakeholders that catalogs programs and services related to community development and its mandate.	Not started	High	Medium	2024
Community Development	Partner	CD-10 Establish partnerships with data collection partners to tailor and obtain comprehensive data on housing needs, affordability, and gaps within the region.	Not started	High	Low	2024
Community Development	Introduce	CD-2 Launch and implement a new Dial-A-Ride program by Fall 2023 to provide flexible and accessible transportation to programs and services for underserved populations and communities within the region.	In progress	High	Medium	2024
Community Development	Partner	CD-7 Partner with key stakeholders to promote cultural awareness, diversity and inclusion with educational institutions, professional associations, agencies, and employers in the Region.	In progress	Medium	Medium	2024
Community Development	Introduce	CD-4 Evaluate the Community Development Committee's membership structure and terms of reference to ensure representation and efficiency and propose recommendations for an inclusive and effective committee composition by March 1st, 2024.	Not started	High	Medium	2024
Regional Facilities	Advocate	F-9 The FRSC will seek financial support from federal and provincial sources to assist with members' added costs associated with the existing regional facilities.	Not started	High	Low	2024
Regional Facilities	Study	F-5 Define clear criteria for distinguishing regional, subregional and local facilities, in order to inform planning, funding, and partnership opportunities	Not started	High	Medium	2024
Regional Facilities	Advocate	F-10 The FRSC will work with local communities and partners to define the highest priority infrastructure and advocate to the provincial and federal governments for appropriate investment and contributions.	Not started	High	Medium	2024
Land Use Planning	Introduce	P-1 Create modern and responsive planning regulations for Fundy-St. Martins, including an updated Rural Plan, Building By-law, and Subdivision By-law.	In progress	High	High	2024
Regional Public Safety	Introduce	PS-2 In collaboration with the Regional Transportation Committee, establish a train traffic and safety committee to provide support and guidance in managing increased rail volume and activity.	Not started	Medium	Low	2024
Solid Waste	Study	SW-9 Study Landfill Gas (LFG) Utilization alternatives to Electrical Generation and recommend a path forward to the Board by June 30 2024	In progress	High	High	2024
Regional Transportation	Partner	T-10 Engage with partners to develop a Sustainability Month to promote and grow sustainable transportation modes such as walking, cycling, rolling, transit, and carpooling, and explore ideas which incentivize sustainable modes, raises awareness and celebrates efforts across the region.	Not started	Medium	Low	2024
Regional Transportation	Study	T-4 Conduct a survey to identify underserved populations and communities within the region, collecting data on their transportation needs, challenges, and preferences, and based on the findings, develop actionable recommendations for targeted transportation initiatives to address their specific needs and improve accessibility.	Not started	High	Medium	2024
Administration, Governance and Collaboration	Introduce	A-1 Conduct an audit of existing FRSC standard operating procedures and develop an action plan to enhance and implement them	Not started	Low	Medium	2025
Administration, Governance and Collaboration	Introduce	A-6 The FRSC will establish a platform and medium for greater inter-local government/rural district administrative interaction to facilitate the exchange of best practices, innovative ideas, opportunities for regional partnerships, and professional growth. This space will allow for meaningful interactions that contribute to regional opportunities and enhance the delivery of the FRSC mandate, providing value for each local government/rural district	Not started	Low	High	2025

The Regional Plan

2023July10OpenSessionFINAL_040

Reminders of what comes next:

- Share document with Committees, Stakeholders, and Councils
 - One month period for feedback and questions
 - FRSC to consider adjustments to draft
 - Plan will inform 2024 budget development
- Adoption in July
- Feedback can be submitted to: RegionalStrategy@fundyregion.ca



Thank You



Liz Hazlett

From: Rothesay Info
Sent: Monday, June 12, 2023 3:49 PM
To: Liz Hazlett
Subject: FW: Housing Accelerator Fund - A Case for Infrastructure Support for Wiljac Extension

From: Stephen Maltby
Sent: Monday, June 12, 2023 9:44 AM
To: Nancy Grant <NancyGrant@rothesay.ca>; Matthew Alexander <MatthewAlexander@rothesay.ca>; Tiffany Mackay French <TiffanyMackayFrench@rothesay.ca>; Bill McGuire <BillMcGuire@rothesay.ca>; Dave Brown <davebrown@rothesay.ca>; Helen Boyle <helenboyle@rothesay.ca>; Peter Lewis <PeterLewis@rothesay.ca>; Don Shea <DonShea@rothesay.ca>; Rothesay Info <rothesay@rothesay.ca>
Cc: Andrew McKay (aemckaybuilders@gmail.com) <aemckaybuilders@gmail.com>; Mike@Robinsequitygroup.com; Brian White <BrianWhite@rothesay.ca>
Subject: Housing Accelerator Fund - A Case for Infrastructure Support for Wiljac Extension

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Mayor Grant and Council,

We hope this message finds you well. Recently, we had the opportunity to watch the presentation for the Housing Accelerator Fund (HAF), a pivotal component of the federal government's \$4B National Housing Strategy created in 2022. We were highly encouraged and optimistic about the future after watching this presentation. It is truly fantastic to see the Federal Government stepping up to support municipalities like ours in their efforts to increase housing availability.

Having just watched the presentation, we learned that the window of opportunity for municipalities to submit their funding requests is limited to a mere 45 days after the program goes live in 2023. Given the magnitude of this opportunity, time is of the essence. However, we are confident that our town, with its proactive approach and the **Secondary Plan** already in place, is well-prepared to act swiftly and seize this chance to secure the much-needed funding.

Furthermore, we found it particularly heartening that the Housing Accelerator Fund is committed to providing funding for **infrastructure** to support new housing projects. This aligns perfectly with our aspirations to unlock significant development opportunities within our community. As outlined in great detail in the Secondary Plan, **Hillside South** and **Hillside North** have been designated as prime locations for development, and thus, we believe it should be a priority to submit a request for funding to facilitate the construction of essential infrastructure, such as the **Wiljac Extension**. This extension holds tremendous potential, as it would unlock the opportunity to develop a significant portion of the up to 1523 housing units on 450 acres of land in the heart of our residential community, as outlined in the Secondary Plan. The timely announcement from the HAF aligns perfectly with our goal of supporting lasting changes that will improve housing supply for years to come. **As owners of almost the entirety of Hillside South, we are fully aligned on starting development once Wiljac has been completed.**

The undeniable truth is that **the need for housing has reached a critical point**. Fortunately, the federal government's commitment to financial support, combined with their strong encouragement for municipalities to expedite the process

and pave the way for future development. ~~2025 July 10 Open Session FINAL_9.10~~ This has become a pressing priority, and we are eager to play our part in addressing it by providing additional housing options, including single-family homes and the much-discussed "missing middle" housing.

We are fully committed to supporting the town's efforts in applying for this crucial support. If there is anything we can do to assist, from a local developer's perspective, please do not hesitate to reach out. Together, as partners in seeking development opportunities and providing housing for our community, we are confident we can make a significant and positive impact.

Thank you for your attention, and we eagerly look forward to working hand-in-hand with you to create a brighter and more prosperous future for our town.

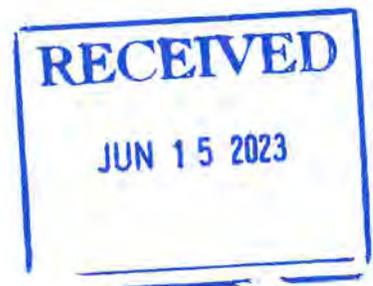
Warm regards,

Stephen Maltby
MR Investments Inc.

Andrew McKay
A.E. McKay Builders

Mike Robins
Robins Equity Group

■



June 14, 2023

38 STEEVES CRESCENT
Rothesay, NB E2S 1C2

Dear Mayor and Town Council,

I've had a long-standing issue with beavers blocking a culvert on land owned by the Town of Rothesay. For the last two months, I've had to make daily trips to the culvert to remove debris placed by the beaver that causes the water to back up onto my property. I would like the Town of Rothesay to remove the culvert and rehome the beaver.

Thank you.

Kindest regards,



YMCA of Greater Saint John
191 Churchill Blvd.
Saint John, NB E2K 3E2
Tel: 506-693-9622

June 20, 2023

Town of Rothesay
70 Hampton Road
Rothesay NB E2E 5L5

Dear Mayor Grant and Council,

The YMCA of Greater Saint John is requesting \$5,000 in funding from the Town of Rothesay to support the project at the YMCA's Glenn Carpenter Centre with consideration of a multi-year gift.

The YMCA Glenn Carpenter Centre is a hidden gem: a forested hideaway with a sparkling private lake just minutes from Saint John's City Centre. The site includes a rustic lakefront lodge, picnic shelter, washroom/change room facility's surrounded by beautiful Ashburn Lake – all within 220 acres of the Acadian Forest. Each summer, thousands of youth come to escape and reconnect with nature in the great outdoors while enjoying canoeing, paddle boarding, water trampolining, swimming, hiking, recreation sports and so much more.

The vision for the Glenn Carpenter Centre is to expand our offerings to provide youth the opportunity to play, learn and grow in an outdoor environment as well as encouraging connections to the outdoors for youth and families in the Southern New Brunswick Area. Please see enclosed for the executive summary of this exciting project.

The YMCA will be investing \$3.5 Million to expand this facility to serve more children, youth and their families through our exceptional programming and curriculum. This investment will occur both through donor engagement, support from government and funding by the YMCA itself. The centre currently serves over 1,000 children through our summer day camp programs serving the region, with over 25 children attending from the Rothesay area in 2022. We expect to serve at least 50 more children and their families from the Rothesay area once the expansion is complete.

We appreciate your continued support of our YMCA. Our life enriching capacity is only possible because of the many supporters, like you, who want to ensure our youth have the opportunity to develop to their full potential.

Thank you for considering this request.

Sincerely,

A handwritten signature in black ink that reads "Shilo Boucher".

Shilo Boucher, CPA, CA, ICD.D
President and CEO

Building healthy
communities



SCHEDULE A

Application for Rothesay Municipal Grant

App. Date: June 5, 2023

Applicant: YMCA of Greater Saint John

Address: 191 Churchill Blvd, Saint John NB E2K 3E2

Contact: Kristen Clayton Tel. (506) 634-4927

Email: k.clayton@saintjohny.ca

Organization Description: _____

~~The YMCA of Greater Saint John is a trusted charity committed to nurturing the potential of children, youth, seniors and families through programs aimed at supporting people as individuals.~~

Amount Requested: \$5,000.00

Descriptions of proposed event or activity: _____

The vision for the Glenn Carpenter Centre is to expand our offerings to provide youth the opportunity to play, learn and grow in an outdoor environment as well as encouraging connections to the outdoors for y members and families in the Southern New Brunswick Area.

Project costs: _____

Total Project Cost \$3,500,000.00

Benefits to town of Rothesay: _____

The Centre currently serves over 1,000 children through our summer day camp programs. With over 20 children attending from the Rothesay area. We expect to serve at least 100 children and their families from Rothesay once the expansion is complete. It is a convenient location for parents to access just off the highway into Saint John, for those commuting for work and very close to the Rothesay Town limits.

All records in the custody and control of the town of Rothesay are subject to the provisions of the Right to Information and Protection of Privacy Act ("the Act"), SNB 2009, c R-10.6 and may be subject to disclosure under the provisions of "the Act". The information collected on this form may be shared with internal departments, external agencies or released at a public Town Council or committee meeting.

Any questions regarding the collection of this information can be directed to the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).



YMCA of Greater Saint John Inc. Glenn Carpenter Centre

April 2023



*Building healthy
communities*

**YMCA of
Greater Saint John**

Executive Summary

The YMCA Glenn Carpenter Centre is a hidden gem: a forested hideaway with a sparkling private lake just minutes from Saint John's city centre. The site includes a rustic lakefront lodge, a picnic shelter, washroom/change facilities and beautiful Ashburn Lake – all within 220 acres of the Acadian forest. Here is where youth escape to connect with nature in the great outdoors while enjoying canoeing, paddle boarding, water trampolining, swimming, hiking, recreational sports, and so much more. This amazing asset was donated to the Y by Glenn Carpenter in 2000 with a vision to be a place where inner city youth would come to build connections with nature, friends and life long skills, a place they belong. Providing new experiences, opportunities to make new friends and new challenges shape campers into confident, independent kids. The operations currently serves over 900 youth each summer.

We want to invest \$3,500,000 to expand this facility to serve more children & youth through our expectational programming and curriculum.

To achieve this the vision is to:

- Create year-round programming
- Serve new and additional members of our community
- Develop a sustainable business model to support on-going maintenance and infrastructure

Our plan is to expand on our current camping offerings and develop a nature-based after school program, becoming the leading centre for outdoor camping and educational experiences for children aged 5-14 as well as expand community access.

The programs and services to be offered at the Glenn Carpenter Centre will focus on the following to achieve our vision:

Summer Day Camp

We will build on our existing wilderness adventure camps, speciality camps and counsellor in training (CIT) programs providing a variety of adventure, sport, and skill for children aged 7-15. Building on these already successful programs will allow us to move from roughly 100 children per day to 150 children per day. As we grow in our enrollment, our existing assets will not accommodate the space requirements for a wide variety of children and their interests. This will include adding new program spaces such as a sports field, adventure programs areas, and leadership areas to ensure all kids are participating in activities simultaneously. This is detailed further in the facility overview.

Nature Based After School Program

Time gaps before and after school can be empty and lonely for kids — and a challenge for busy parents. YMCA of Greater Saint John's before and after school licensed care offers a healthy solution. Kids have fun and develop confidence while spending time with friends in a safe and caring environment. Fostering our knowledge, expertise and skill sets from our 12 existing after school locations, we will be able to bring after school programming to the Glenn Carpenter Centre.

We will build on the Ys National Curriculum, *A Place to Connect*, while adjusting the Curriculum to a focus on outdoor, nature-based education. This program will be designed to accommodate up to 90 licensed spaces, which will provide a new type of after school program to the Saint John Community.

School District Curriculum Program

We will enhance our existing partnerships with Anglophone South School District that will provide outdoor education programs and field trips in the Fall, Winter and Spring. These programs will be developed in partnership with the school board and help teachers and students meet the curriculum requirements while providing a fun learning opportunity.

Community and Family Events

We have identified that the Glenn Carpenter Centre is an ideal gathering location for individuals and organizations seeking to renew the spirit, mind and body in a natural picturesque setting. The Glenn Carpenter Centre will provide weekend rental opportunities throughout the year, which will increase the utilization of the asset while providing additional revenue opportunities to support the sustainability of this amazing asset. The rentals could include family gatherings, team building events and retreats, social events and much more. Due to the close proximity to the city and the feeling of truly being part of nature, this is an ideal location for community events.

Certification Courses

The property is also an ideal location for various training and certification programs. Courses that will be offered are Waterfront Safety Standards, Canoe/Kayak Paddling Certification, Wilderness First Aid, and much more.

Offseason Programming

We will offer a variety of programs such as canoe/kayak experiences, outdoor fitness classes, family events, wellness retreats and recreation programs to our Y participants.

In this plan, we will maintain our existing assets and create buildings/spaces to bring the facility to a year-round facility for the community. This includes:

- Construction of new access road, to improve safety for those coming and going from the facility and to allow for school bus access all while optimizing cost efficiencies.
- Construction of 6,000 sq. ft. multi-use facility which will include programming spaces, kitchen, and administrative offices.
- Additional programming areas – this will include high ropes and zip line, A-frame structure, second field/Airnasium, second parking lot, leadership structure, camp sites, climbing wall and stage.

Details for these assets, costs and timing are below:

Asset	Cost	Start Date	(Completion)
New Access Road (driveway)	\$466,000	June 30, 2022	(Sept 30, 2022)
New Multi-purpose building	\$2,440,000	September 2023	(June 2024)
Airnasium/Field	\$500,000	September 2023	(June 2024)
Leadership buildings And additional program space	\$94,000	May 2024	(Aug 2024)
Total	\$3,500,000		

Glenn Carpenter Centre Facility Plan





Liz Hazlett

From: Liz Hazlett
Sent: Wednesday, July 5, 2023 3:50 PM
To: Liz Hazlett
Subject: FW: Request to Rothesay Town Council
Attachments: IMG_3784.JPG

From:
Sent: Wednesday, July 5, 2023 11:20 AM
To: Rothesay Info <rothesay@rothesay.ca>
Cc:
Subject: Request to Rothesay Town Council

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Dear Rothesay Town Council:

I hope this letter finds you in good health and high spirits.

I am writing to you as a business owner, kindly requesting permission to sell ice cream to the public from a specially designed bike formerly known as the 'Dickie Dee' -see attached picture.

The ice cream products for sale will be prepackaged by the manufacturer in individual portions. These are designed for direct sale to the consumer with the nutritional information printed on each piece.

As a current resident of Rothesay, I believe that introducing an ice cream bike will enhance the town's charm by providing a safe, simple and sweet treat for people of all ages at popular locations and events in town throughout the summer.

Here are a few more compelling reasons why an ice cream bike would be a valuable addition to our community:

1. **Enhancing Community Spirit:** The presence of an ice cream bike in our town would foster a sense of community spirit and friendliness. Residents, young and old, would have a convenient and accessible place to enjoy an ice cream while engaging in conversations and strengthening the social fabric of Rothesay.
2. **Economic Boost:** By granting permission for the operation of an ice cream bike, the Town Council would be supporting local entrepreneurship and contributing to the economic growth of our community. This particular small business venture will provide an opportunity for me to show my children how to contribute positively to our local economy and inspire others.
3. **Childhood Memories:** Buying ice cream from a bike invokes a sense of nostalgia for many people, bringing back many positive memories from their own childhood. By granting permission for an ice cream bike to operate in Rothesay, we would be helping to create new cherished memories for the younger generation, adding to the town's overall appeal and reputation.
4. **The specially designed bike keeps the ice cream at the optimal temperature. Even on the hottest days.**

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5. The bike operator will never directly contact the food product the consumer enjoys. This approach ensures that the ice cream product remains protected from contaminants and minimizes many other potential health risks that would normally arise regarding food handling and safety.

When we reached Public Health Inspector, James Kane, he had no concerns regarding us operating this ice cream bike.

In light of the above reasons, I kindly request that the Town Council review my proposal favorably and grant me permission to operate an ice cream bike in Rothesay. I am more than willing to comply with any guidelines that the council may see fit to ensure the smooth and responsible operation of the business. Additionally, I am open to any suggestions that the council may have.

Thank you for your time, consideration, and your commitment to the betterment of our town.

I look forward to a positive response.

Sincerely,

2023 July 10 Open Session FINAL_054





**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
BOARD MEETING OF May 24 @ 3:00pm**

**MINUTES
REGULAR MEETING**

Held by Zoom and In Person

In Attendance:

BOARD MEMBER	POSITION
Tiffany Mackay French	Chair/Rothesay Representative
Kevin Darling	Vice Chair/Provincial Representative
Kerrie Luck	Quispamsis Representative
Libby O'Hara	Quispamsis Representative
Vibhuti Harquail	Quispamsis Representative
Robert (Bob) McLaughlin	Quispamsis Representative
John Buchanan	Rothesay Representative
Derrick Stafford	Rothesay Representative
Rebecca Moore	KRJBPC Secretary
Chief Steve Gourdeau	KRPF Chief of Police
A/Insp. Colin Flynn	KRPF OIC Administration
Sgt. Evan Scott	UAV Presentation
Cst. Marc LeBlanc	UAV Presentation

Absent:

Donald Shea	Rothesay Representative
-------------	-------------------------

Chairperson Mackay French called the meeting to order at 3:05pm and opened the Regular Meeting.

1. APPROVAL OF AGENDA:

Chairperson Mackay French asked for an approval of the agenda:

*It was moved by Bob McLaughlin and seconded by Libby O'Hara that the Agenda for the Regular Meeting of May 24th, 2023 be approved as presented. **ALL IN FAVOUR. MOTION CARRIED.***

2. LAND ACKNOWLEDGEMENT:

Chief Gourdeau read the Land Acknowledgement.

3. DRONE PRESENTATION – SGT. EVAN SCOTT & CST. MARC LEBLANC:

Sgt. Evan Scott & Cst. Marc LeBlanc provided a presentation on the Drone and showed video examples of its capabilities. Questions were answered as they arose.

3:30 pm Sgt. Evan Scott & Cst. Marc LeBlanc exited the meeting.

5. APPROVAL OF MINUTES OF MARCH 29, 2023 MEETING:

Chairperson Tiffany Mackay French asked for a motion to approve the Minutes of the March 29, 2023 Regular Meeting.

It was moved by Libby O'Hara and seconded by Vibhuti Harquail to accept the Minutes of the March 29, 2023 Regular Meeting as presented. ALL IN FAVOUR. MOTION CARRIED.

6. MOTIONS TO BE RATIFIED AT MAY 24, 2023 BOARD MEETING:

The motions below were put forth at the March 29th, 2023 Board Meeting but quorum requirements were not met so they were sent out by email. All members were in agreement.

Chairperson Tiffany Mackay French asked for the following motions to be ratified:

Motion 1: Secretary Position

It was moved by Kevin Darling and seconded by John Buchanan to appoint Kerrie Luck as Secretary of the Board. ALL IN FAVOUR. MOTION CARRIED.

Motion 2: Building & Grounds Committee:

It was moved by Kerrie Luck and seconded by Kevin Darling to take the building drawings as presented to the Board and go to tender as soon as possible. ALL IN FAVOUR. MOTION CARRIED.

Motion 3: In-Camera Session:

It was moved by Kevin Darling and seconded by John Buchanan to authorize the Chief of Police and Finance Chair to have discussions with the union surrounding health benefits. ALL IN FAVOUR. MOTION CARRIED.

6. DECLARATION OF CONFLICT OF INTEREST:

Bob McLaughlin – Building

7. CHIEFS REPORT:

Chief Gourdeau let his report stand as presented and highlighted some training opportunities. He advised 4 members are taking the Facebook Guide for Investigators course through APA which provides good knowledge for investigating social media type cases.

We have been seeing an increase in traffic enforcement. Sgt. Scott has been initiating a lot of special initiatives which has resulted in a lot of tickets being issued.

Kerrie Luck asked if any of the statistics will be shared on our social media feed. Chief Gourdeau advised information will be shared on social media, as well, Oldies 96.1 radio station will be doing an on air interview about stats and police week.

Chief Gourdeau informed the board that Sgt. Colin Flynn is Acting Inspector for operations while Insp. Anika Becker is away for the next three weeks.

Chief Gourdeau advised Insp. Henderson's husband Blaine passed away this morning. A moment of silence was held.

8. COMMITTEE REPORTS:

Finance

Kevin Darling presented on the finance report. He advised we are ahead of budget on our revenue numbers largely on the interest we are receiving on our account at the bank and a further increase in record checks.

On the expense side we are below budget on HR costs for Crime Control salaries and benefits largely due to vacancies. We have some other expenses that are up a little bit due to timing but that will flatten out over the course of the year.

On the admin side there is a large increase in benefits that is related to the old structure of our drug plan. The new drug plan goes into effect June 1st so expenses should even out over the coming months.

There is currently a \$180,000.00 surplus YTD which will increase with vacancies but will be off set with an increase in overtime, as expected.

Libby O'Hara asked if the secondments we have are still benefiting us given the strain of replacing officers who are absent. Chief Gourdeau advised it is not. We have hired against the seconded positions. Also advised that having the positions here is a huge benefit for the organization.

Policy

No update as the policy committee did not meet this month

Building & Grounds/Transportation

The Building and Grounds/Transportation committee did not meet this month.

Bob McLaughlin met with Chief Gourdeau before the board meeting to discuss paving the back parking lot, updating lighting and changing the driveway. He advised he would like to do this work this year if we can get a price within our budget.

Libby O'Hara asked whether the cars will be able to park in the new parking lot and whether it will be affected during construction. Was advised cars will be able to park in the new parking lot and the parking lot will not be destroyed during construction as it will be one of the stipulations.

Bob McLaughlin advised we will also be able to move the containers and make the rest area for members.

Chief Gourdeau added we were hoping to be able to tender now for construction but there has been a snag with municipal rules. Kevin Darling provided update on debenture and advised that during the meeting with the towns and CAOs the financing process was discussed. He advised the board that deals with long term debt and borrowing does not meet until September and will not provide approval until November. We are working on our submission to the Municipal Finance Board for presentation in September. We cannot break ground until we have that answer which puts a wrinkle in the tendering process because we cannot provide a start date without approval to borrow money by the province. Chief Gourdeau advised this is part of the reason we are discussing moving forward with parking and moving lights, so we are ready for addition. The money has been set aside for the parking lot in our 2023 budget.

Bob McLaughlin is meeting with electricians on Monday to get a cost on moving electrical.

Will discuss prices at next Building Committee Meeting.

It was moved Bob McLaughlin to get pricing for the light standards to be moved, driveway to be moved, and pavement for the back parking lots and seconded by Libby O'Hara. ALL IN FAVOUR. MOTION CARRIED.

Chairperson Tiffany Mackay asked for a motion to receive committee reports. *It was moved by Bob McLaughlin and seconded by Vibhuti Harquail. ALL IN FAVOUR. MOTION CARRIED.*

9. CORRESPONDENCE:

None

10. OLD BUSINESS:

None

11. NEW BUSINESS:

Libby O'Hara asked if we have a Code of Conduct Policy for inbuilding employees and outside. Chief Gourdeau advised we have a Workplace Harassment Policy as well as the Police Act. Kevin added there is a Code of Conduct section in the Board Manual for Board Members.

12. MOTION TO ADJOURN:

There being no further business to discuss, Chairperson Mackay French called for a motion to adjourn the Regular Meeting.

It was moved by Libby O'Hara and Seconded by Kerrie Luck to adjourn the Regular Meeting. ALL IN FAVOUR. MOTION CARRIED.

Respectfully Submitted,



Chairperson
Tiffany Mackay French



KRJBPC Secretary
Rebecca Moore

**KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF FINANCIAL POSITION
As at May 31, 2023**

	<u>2023</u>	<u>2022</u>
-----Financial assets-----		
Cash - General	551,376	509,396
Sick Pay/ Retirement Investments	914,902	968,773
Accounts Receivable	121,046	111,175
Sales tax recoverable	40,660	36,918
Receivable from Towns	0	45,013
	<u>1,627,984</u>	<u>1,671,275</u>
----Liabilities-----		
Accounts payable and accrued	445,913	347,751
Vested sick leave/retirement accrual	883,019	822,422
Sick leave replacement	17,299	15,299
Accrued pension benefit liability	(90,100)	56,000
Debenture payable	396,000	539,000
	<u>1,652,131</u>	<u>1,780,471</u>
NET ASSETS (DEBT)	<u>(24,147)</u>	<u>(109,196)</u>
----Non-Financial Assets-----		
Tangible capital assets (see page 2)	4,745,729	4,126,117
Accumulated amortization	<u>(2,475,780)</u>	<u>(2,230,154)</u>
	2,269,949	1,895,963
Unamortized Debenture costs	2,594	3,766
Prepaid expenses	<u>201,812</u>	<u>197,413</u>
	<u>2,474,355</u>	<u>2,097,142</u>
ACCUMULATED SURPLUS	<u>2,450,208</u>	<u>1,987,946</u>
Assets	4,102,339	3,768,417
Liabilities	4,102,339	3,768,417

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
SCHEDULE OF TANGIBLE CAPITAL ASSETS
May 31, 2023

	<u>2023</u>			<u>2022</u>	
	-----TANGIBLE CAPITAL ASSETS-----				
	Balance beginning of year	Additions	Disposals	Balance end of year	
<i>Millennium Drive</i>					
Land	194,248	0	0	194,248	194,248
Building - Roof	42,677	0	0	42,677	42,677
Mechanical	250,628	0	0	250,628	250,628
Electrical	331,646	0	0	331,646	331,646
Other	623,230	0	0	623,230	581,281
Structure	1,106,997	0	0	1,106,997	1,106,997
	<u>2,355,178</u>	<u>0</u>	<u>0</u>	<u>2,355,178</u>	<u>2,313,229</u>
Accumulated amortization	(1,157,050)	0	0	(1,157,050)	(1,089,004)
Net book value of Building	<u>1,198,128</u>	<u>0</u>	<u>0</u>	<u>1,198,128</u>	<u>1,224,225</u>
Paving	52,600	0	0	52,600	52,600
Accumulated amortization	(46,025)	0	0	(46,025)	(43,395)
Net book value of paving	<u>6,575</u>	<u>0</u>	<u>0</u>	<u>6,575</u>	<u>9,205</u>
Parking lot expansion	110,532	0	0	110,532	0
Accumulated amortization	(2,763)	0	0	(2,763)	0
Net book value of paving	<u>107,769</u>	<u>0</u>	<u>0</u>	<u>107,769</u>	<u>0</u>
Landscaping	3,268	0	0	3,268	3,268
Accumulated amortization	(3,268)	0	0	(3,268)	(3,268)
Net book value of landscaping	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<i>Furnishings</i>	198,387	0	0	198,387	198,387
Accumulated amortization	(162,006)	0	0	(162,006)	(152,087)
Net book value of furnishings	<u>36,381</u>	<u>0</u>	<u>0</u>	<u>36,381</u>	<u>46,300</u>
<i>Machinery & equipment</i>	80,043	0	0	80,043	80,043
Accumulated amortization	(57,937)	0	0	(57,937)	(51,949)
Net book value of equipment	<u>22,106</u>	<u>0</u>	<u>0</u>	<u>22,106</u>	<u>28,094</u>
<i>Information technology equipment</i>	706,075	0	0	706,075	505,102
Accumulated amortization	(474,189)	0	0	(474,189)	(418,583)
Net book value of IT equipment	<u>231,886</u>	<u>0</u>	<u>0</u>	<u>231,886</u>	<u>86,519</u>
<i>Vehicles</i>	1,045,398	0	0	1,045,398	779,239
Accumulated amortization	(572,542)	0	0	(572,542)	(471,867)
Net book value of vehicles	<u>472,856</u>	<u>0</u>	<u>0</u>	<u>472,856</u>	<u>307,372</u>
Total Tangible Capital assets	4,745,729	0	0	4,745,729	4,126,117
Total Accumulated amortization	(2,475,780)	0	0	(2,475,780)	(2,230,153)
Net Book Value	<u>2,269,949</u>	<u>0</u>	<u>0</u>	<u>2,269,949</u>	<u>1,895,963</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
FIVE MONTHS ENDING MAY 31, 2023

Page 3

	-----FIVE MONTHS -----				
	--ACTUAL--		PRIOR YR	-----BUDGET-----	
REVENUE:					
Fees	79,501	53%	\$74,117	\$52,083	\$125,000
Taxi & Traffic Bylaw	1,142	44%	1,600	792	1,900
Interest income	15,427	1751%	2,842	833	2,000
Retirement investment income	31,262	241%	16,875	9,167	22,000
Funding received for canine vehicle	25,000				
PNB - Traffic safety funding	10,000				
NB Integrated Enforcement Unit	47,917		0	47,917	115,000
Secondments	102,665	1%	121,722	101,667	244,000
	<u>312,914</u>	47%	<u>217,155</u>	<u>212,458</u>	<u>509,900</u>
EXPENDITURE:					
CRIME CONTROL					
Salaries	1,700,559	-12%	\$1,469,968	1,929,178	\$4,630,027
Benefits	453,794	-1%	392,093	459,253	1,102,208
Training	47,362	42%	24,759	33,333	80,000
Equipment	4,281	-51%	0	8,750	21,000
Equip repairs & IT support	0	-100%	388	4,167	10,000
IT equip & services agreement	30,077	-30%	30,077	42,708	102,500
Communications	40,814	19%	40,976	34,250	82,200
Office function	7,482	20%	5,178	6,250	15,000
Leasing	5,601	8%	4,437	5,208	12,500
Policing-general	23,818	43%	10,766	16,667	40,000
Insurance	29,699	-4%	26,957	31,000	74,400
Uniforms	39,200	57%	28,064	25,000	60,000
Prevention/p.r.	8,306	66%	4,920	5,000	12,000
Investigations	22,306	-3%	10,008	22,917	55,000
Detention	11,949	-9%	13,177	13,177	31,625
Taxi & Traffic Bylaw	0	-100%	80	208	500
Auxillary	2,615	57%	467	1,667	4,000
Public Safety	17,398	0%	15,315	17,398	41,755
	<u>2,445,262</u>	-8%	<u>2,077,629</u>	<u>2,656,131</u>	<u>6,374,715</u>
VEHICLES					
Fuel	42,018	-16%	43,283	50,000	120,000
Maint./repairs	25,329	-16%	18,473	30,000	72,000
Insurance	14,973	-5%	13,660	15,708	37,700
New vehicles	18,469	11%	51,376	16,667	40,000
Equipment	731	-71%	0	2,500	6,000
	<u>101,521</u>	-12%	<u>126,792</u>	<u>114,875</u>	<u>275,700</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS
STATEMENT OF OPERATIONS
FIVE MONTHS ENDING MAY 31, 2023

EXPENDITURE continued:	-----FIVE MONTHS -----				
	<u>--ACTUAL--</u>		<u>PRIOR YR</u>	<u>-----BUDGET-----</u>	
BUILDING					
Maintenance	25,251	26%	21,175	20,000	48,000
Cleaning	16,189	-14%	16,593	18,750	45,000
Electricity	22,327	14%	22,103	19,583	47,000
Taxes	18,702	-9%	20,306	20,595	49,427
Insurance	3,359	-8%	3,168	3,643	8,742
Expansion & parking lot upgrades	0	-100%	0	41,667	100,000
Grounds	4,671	-38%	4,765	7,500	18,000
Interest on Debenture	5,454	12%	7,047	4,883	11,720
Debenture Principal	60,833	0%	59,583	60,833	146,000
	<u>156,786</u>	-21%	<u>154,739</u>	<u>197,454</u>	<u>473,889</u>
ADMINISTRATION					
Salaries	383,089	0%	348,444	384,488	922,770
Benefits	119,427	21%	87,565	98,835	237,204
KV Fire share of IT & HR staff	(8,404)	0%	0	(8,403)	(20,168)
Professional Fees	48,933	47%	37,964	33,333	80,000
Travel/Training	16,387	31%	16,935	12,500	30,000
Board Travel/Expenses	2,037	-2%	2,317	2,083	5,000
Insurance	2,986	-4%	2,710	3,117	7,480
Labour Relations	3,621	-42%	2,654	6,250	15,000
Sick Pay/Retirement	30,540	0%	28,606	30,540	73,297
Retirement int & dividends	31,262	241%	16,875	9,167	22,000
2nd prior year (surplus) deficit	(41,782)		0	(41,782)	(100,276)
	<u>588,096</u>	11%	<u>544,070</u>	<u>530,128</u>	<u>1,272,307</u>
TELECOM/DISPATCH					
Dispatch Centre Annual Fee	119,222		111,704	114,053	273,726
Data/networking Charges	4,680		4,256	4,448	10,675
	<u>123,901</u>		<u>115,959</u>	<u>118,500</u>	<u>284,401</u>
	3,102,653	-9%	2,802,033	3,404,630	8,171,112
CONTRIBUTED BY MEMBER TOWNS	<u>3,404,629</u>		<u>3,157,706</u>	<u>3,404,630</u>	<u>8,171,112</u>
SURPLUS (DEFICIT)	<u>301,976</u>		<u>355,673</u>	<u>\$0</u>	<u>\$0</u>

KENNEBECASIS REGIONAL JOINT BOARD OF POLICE COMMISSIONERS page 5
NOTES TO THE FINANCIAL STATEMENTS
May 31, 2023

STATEMENT OF FINANCIAL POSITION

BANK balance		551,376	at May 31, 2023
Accounts Receivable		121,046	
ACCOUNTS PAYABLE balance	445,913		
Debenture costs to be paid in June & December	(65,799)		

Current Accounts Payable		380,114	Paid in June

Extra (Shortfall) in bank account		292,308	

Prepays include insurance, it & equipment services agreement, property tax, dispatch for two months and Managed Health Care's deposit of \$23,000

STATEMENT OF OPERATIONS

Crime Control:

	<u>2023</u>	<u>2022</u>	higher
* Benefits Health insurance	\$120,251	\$104,729	14.82%
Retirees health insurance	4,996	1,725	

Managed Health Care has not provided the cost breakdown since January (#s have been estimated)

Overtime:	May 27/23	May 28/22	difference
OT	38,520	32,292	6,228
Court OT	5,804	3,680	2,124
Total overtime costs	<u>44,323</u>	<u>35,972</u>	<u>8,351</u>

Administration:

	<u>2023</u>	<u>2022</u>	higher
* Benefits Health Insurance	48,928	23,541	107.85%
Retirees health insurance	0	14	

Managed Health Care has not provided the cost breakdown since January (#s have been estimated)

Benefits include - employer share of CPP, EI, Worksafe NB, Health insurance, counselling & pension

<u>Included in professional fees:</u>	<u>2023</u>	<u>2022</u>
Record check online ordering system fees	10,109	8,875
Bank & credit/debit card payment fees	1,755	1,379

2023 Crime Statistics - General

Reported Occurrences												
Crime Type	Jan	Feb	Mar	Apr	May	Jun 21						
TOTAL COMPLETED CALLS	415	357	412	440	483	248						
TOTAL FILES CREATED	234	193	223	230	240	170						
POPA/M Tickets/E Tickets	88	101	167	136	200	78						
Bylaw Tickets	0	0	0	0	3	0						
Crimes Against Persons	14	16	12	16	13	12						
Property Crime	13	21	25	22	26	21						
Other CC	12	1	5	6	5	2						
Traffic Collisions (Non-Injury)	33	34	34	35	42	31						
Fatal and Injury Traffic Collisions	0	1	1	1	3	0						
Intimate Partner Violence Files	9	13	13	17	13	11						
Impaired Driving (All categories)	10	8	9	12	15	9						
Mental Health Calls	14	1	9	6	7	9						





2023

Traffic Services



**Kennebecasis Regional Police Force
Traffic Services Six Month Report
E. Scott, Sgt.**

The Kennebecasis regional Police Force Traffic Services Division is committed to ensuring the safety of all residents and visitors to the Kennebecasis Valley who share our roads, sidewalks, bike trails, etc. In addition to enforcement activity, the Traffic Services Division has highly trained officers in collision investigations.

Traffic Officers use selective techniques, as well as targeted traffic projects, and a variety of educational campaigns in order to maximize compliance with provincial and municipal driving legislation. Police officers are highly trained in the use of Radar and Laser speed detection technology, and are equipped with the latest tools of the trade to effectively perform their duties. Traffic Safety Through Education and Enforcement.

Our traffic officers regularly team up with outside agencies such as the Department of Public Safety, Saint John City Police and the RCMP for the purpose of safety campaigns. Operation Super Bowl, Operation Saint Patrick’s Day, Canada Road Safety Week and RIDE programs are but a few examples of this collaborative effort geared towards the creation of a safer roadways.

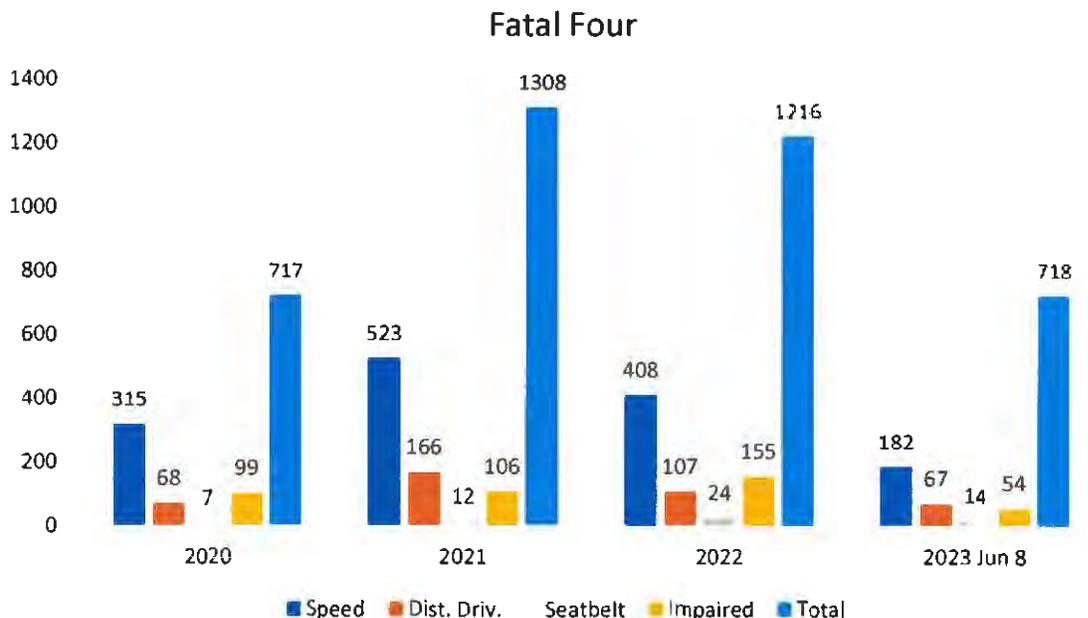
Our Goal

Our goal is to reduce fatal, injury and property damage collisions on our roadways, while ensuring our roads are among the safest in New Brunswick.

Our Strategy

We will continue to ensure road safety in the Kennebecasis Valley through strategic traffic enforcement, education and community engagement. Our efforts will be focused on the Fatal Four:

Distracted Driving, Impaired Driving, Speeding, and Seatbelt Compliance. These strategic priorities will guide our safety initiatives.



Impaired Driving

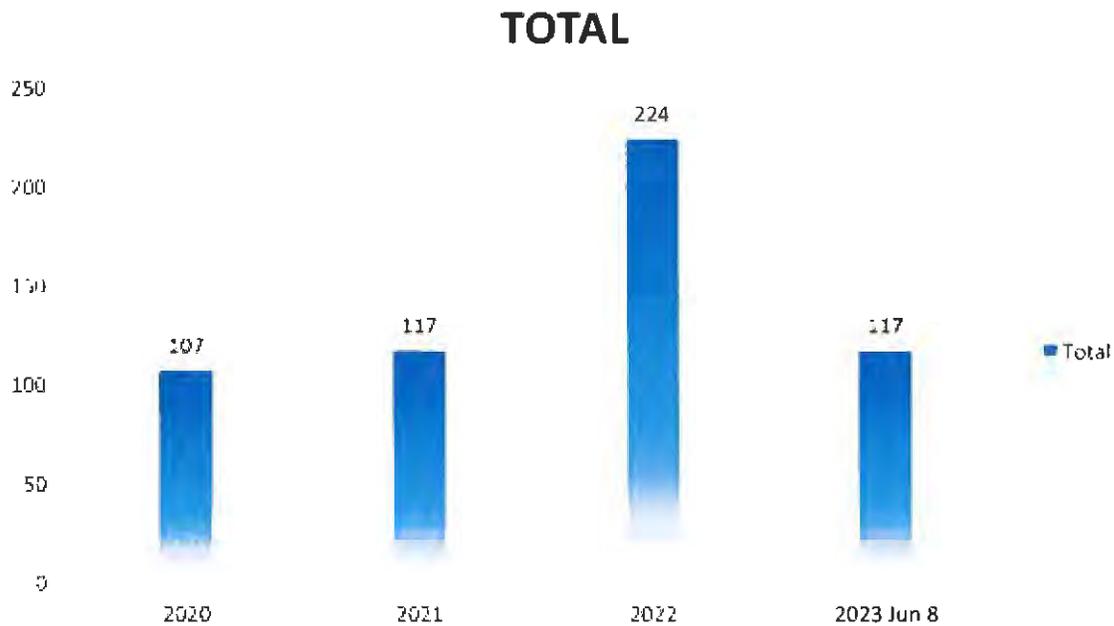
The number of people charged with Impaired Driving Offence have increased 45% in 2022 from 2021. The Kennebecasis Regional Police is committed to eliminating impaired driving. Our message is clear: If you drink or do drugs, don't drive!

The MADD 911 and Festive R.I.D.E. programs encourage citizens to stand up and call 9-1-1 if they see a suspected impaired driver. That call may save a life or prevent a serious injury. Impaired driving is a crime in progress and our officers will respond immediately to these calls. Our efforts to combat impaired driving will focus on raising public awareness, enhancing collaboration with stakeholders, enhancing legislation and enforcement efforts and utilizing new technology to make our roads the safest in New Brunswick.

RIDE Reduce Impaired Driving Everywhere

Our RIDE check stop program has increased 91% from 2021 to 2022. This program and the increased number of check stops is a contributing factor in the increase of our impaired driving related offences by 45% in 2022.

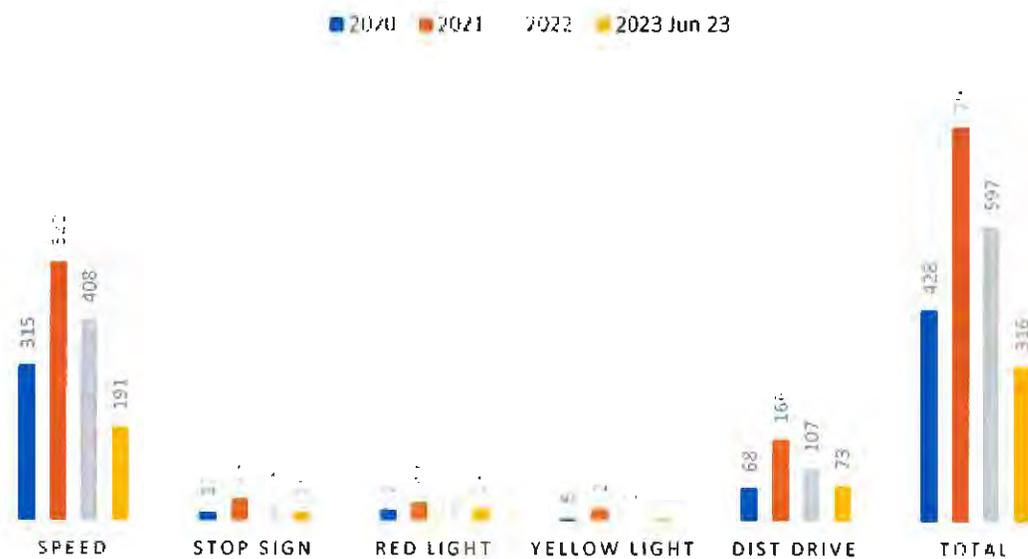
RIDE Check Stops



Speeding and Distracted Driving

In 2022 we experienced a reduction in the number of tickets issued for both speeding and distracted driving. Speeding offences decreased by 28% and distracted driving by 55%. This is a positive reduction and will be monitored as we move forward.

Tickets – Other than impaired driving; the major contributing factors in collisions would be aggressive driving which incorporates the following charges.



Youth Traffic Initiative Program

The Youth Traffic Initiative Program is a program targeted towards youth drivers who have been issued a traffic ticket. This program is offered with the following caveats; must be a first offence, attend an educational presentation facilitated by one of our traffic officers and complete an essay on the impacts of receiving a traffic ticket.

The premise of this program is to educate the youth; understand what the consequences of their actions could result in, and make them better drivers.

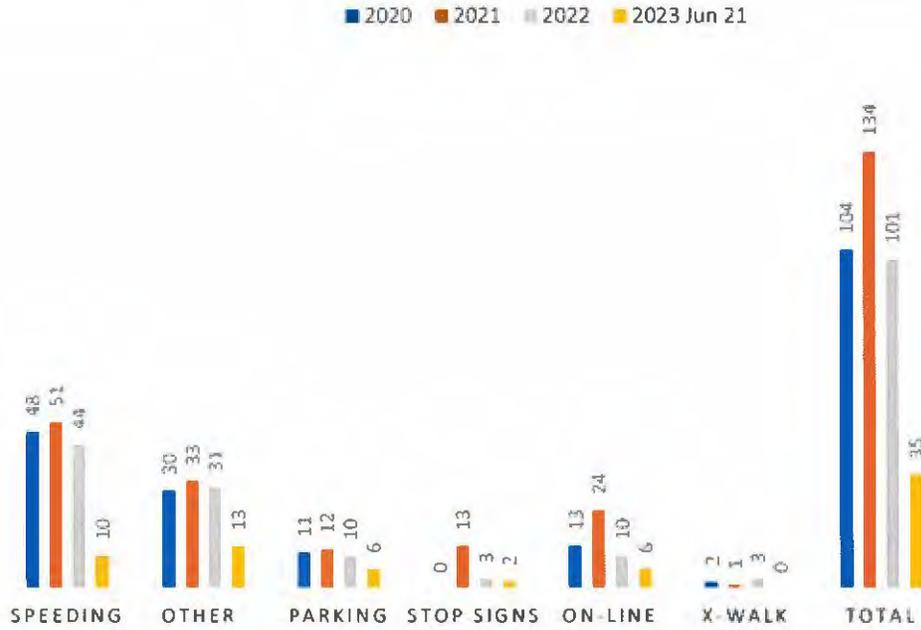
In 2022 there were 7 Youth Traffic Initiative program presentations where 28 youths were present. As a result, these 28 tickets were voided.

As of June 29 2023, there have been 28 tickets issued to youths with 24 being referred to the program.

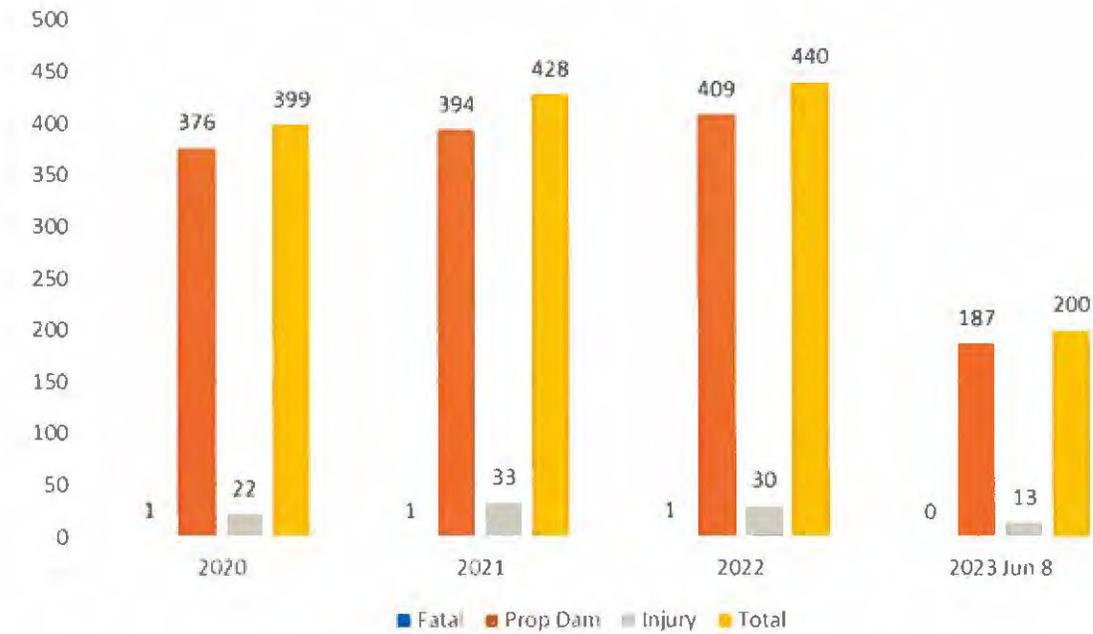
The Department of Public Safety also supports this program and refers their youth tickets and has officers attending and participating in the presentations.

This program is supported by our courts by both Judges and Crown Prosecutors. Crown Prosecutors also attend and speak at numerous presentations.

Traffic Complaints



Total Collisions

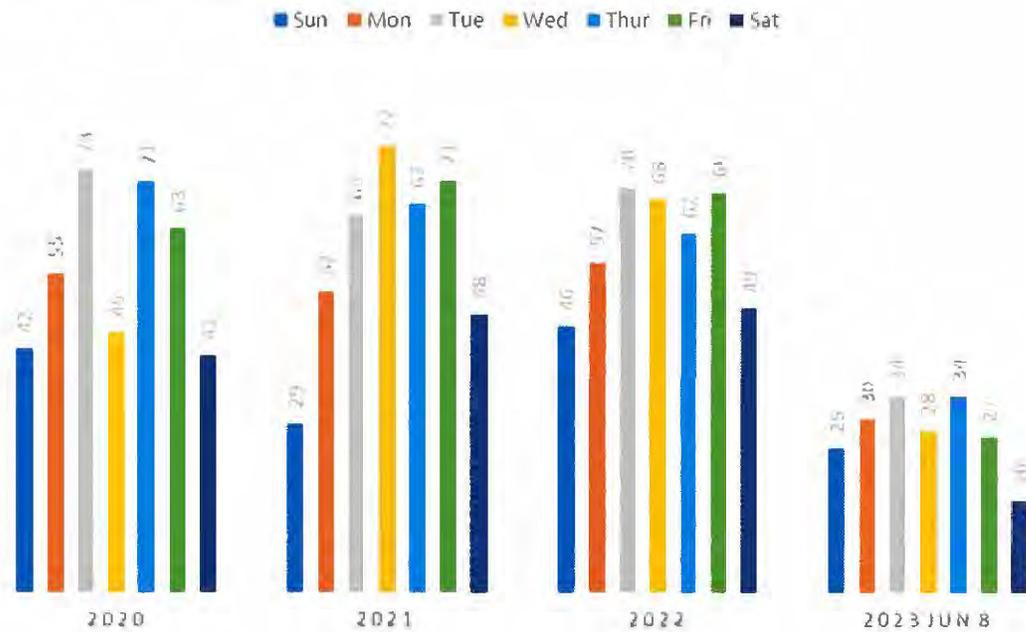


Over the last three years, our total number of collisions have increased by 10.2% and each year we are experiencing an increase.

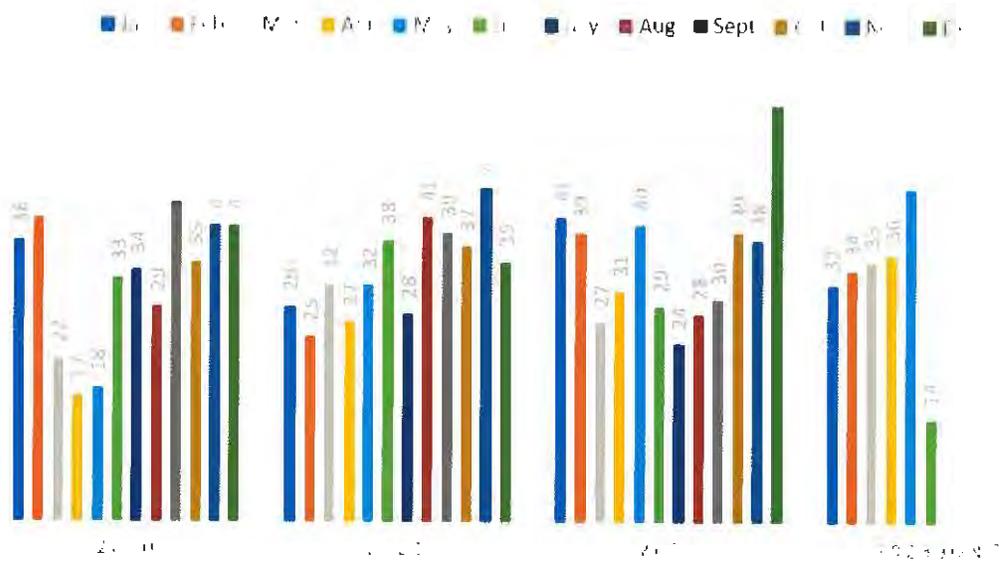
There are a number of factors we can consider, one being an increase in population would also increase the number of vehicles traveling on our roadways.

Second, could be attributed to the leading casual factors contributing to collisions; impaired driving, distracted driving, speed and aggressive driving.

Collisions by Weekday



Collisions by Month



Weather does play a part in some of the months as a contributing factor in the number of collisions, however, during periods of poor weather there may also be less vehicles travelling on our roadways where we may experience the opposite during the warmer months. Therefore, during the warmer months, the propensity for collisions could be higher.

Committed to Traffic Safety

The Traffic Services Division of the Kennebecasis Regional Police Force will always be committed to safer roadways; whether you walk, cycle, or drive. We will continue to engage with residents and community partners to identify areas of concern and to develop and enhance strategies tailored to the unique needs of various areas of concern and neighbourhoods.

Traffic Safety Through Education and Enforcement

Town of Rothesay

General Fund Financial Statements

May 31, 2023

Attached Reports:

General Capital Fund Balance Sheet	G1
General Reserve Fund Balance Sheet	G2
General Operating Fund Balance Sheet	G3
General Operating Revenue & Expenditures	G4-G6
Variance Report	G7
Capital Summary	G8

Town of Rothesay

Balance Sheet - Capital General Fund 5/31/2023

ASSETS

Capital Assets - General Land	4,559,420
Capital Assets - General Fund Land Improvements	9,362,227
Capital Assets - General Fund Buildings	6,611,482
Capital Assets - General Fund Vehicles	4,409,167
Capital Assets - General Fund Equipment	4,246,495
Capital Assets - General Fund Roads & Streets	45,342,779
Capital Assets - General Fund Drainage Network	21,171,976
Capital Assets - Under Construction - General	1,446,441
	<u>97,149,987</u>
Accumulated Amortization - General Fund Land Improvements	(5,079,703)
Accumulated Amortization - General Fund Buildings	(2,896,486)
Accumulated Amortization - General Fund Vehicles	(2,938,132)
Accumulated Amortization - General Fund Equipment	(2,309,033)
Accumulated Amortization - General Fund Roads & Streets	(22,841,311)
Accumulated Amortization - General Fund Drainage Network	(8,134,680)
	<u>(44,199,345)</u>
	<u>\$ 52,950,642</u>

LIABILITIES AND EQUITY

Gen Capital due to/from Gen Operating	(100,000)
Total Long Term Debt	4,898,000
	<u>\$ 4,798,000</u>
Investment in General Fund Fixed Assets	48,152,642
	<u>\$ 52,950,642</u>

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Town of Rothesay

Balance Sheet - General Fund Reserves
5/31/2023

ASSETS

BNS Gas Tax Interest Account	35,804
BNS General Operating Reserve #214-15	927,286
BNS General Capital Reserves #2261-14	93,252
BNS - Gen Capital Reserve - GIC	1,500,000
BNS - Gas Tax Reserves - GIC	4,100,000
	<u>\$ 6,656,342</u>

LIABILITIES AND EQUITY

Def. Rev - Gas Tax Fund - General	3,580,543
Invest. in General Capital Reserve	1,413,935
General Gas Tax Funding	555,261
Invest. in General Operating Reserve	927,286
Invest. in Land for Public Purposes Reserve	159,787
Invest. in Town Hall Reserve	19,530
	<u>\$ 6,656,342</u>

Town of Rothesay
Balance Sheet - General Operating Fund
5/31/2023

CURRENT ASSETS

Cash	4,169,124
Receivables	92,548
HST Receivable	184,228
Inventory	35,691
Gen Operating due to/from Util Operating	(761,777)
Total Current Assets	<u>3,719,815</u>
Other Assets:	
Projects	<u>1,641,104</u>
	<u>1,641,104</u>
 TOTAL ASSETS	 <u><u>5,360,919</u></u>

CURRENT LIABILITIES AND EQUITY

Accounts Payable	1,634,275
Other Payables	576,459
Gen Operating due to/from Gen Capital	106,064
Accrued Pension Obligation	(15,700)
Accrued Retirement Allowance	444,587
TOTAL LIABILITIES	<u>2,745,686</u>

EQUITY

Retained Earnings - General	170,485
Surplus/(Deficit) for the Period	<u>2,444,748</u>
	<u>2,615,233</u>
	<u><u>5,360,919</u></u>

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Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 5/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET Y-T-D	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Warrant of Assessment	1,676,981	1,676,982	8,384,907	8,384,908	(1)		20,123,778
Sale of Services	28,798	32,534	239,217	206,373	32,844		464,704
Services to Province of New Brunswic	0	0	27,467	27,467	0		80,000
Other Revenue from Own Sources	29,331	11,442	141,586	91,917	49,669		142,008
CORE grant	8,732	8,732	43,658	43,658	1		104,778
Conditional Transfers	1,920	1,500	393,723	1,500	392,223		51,500
Other Transfers	0	0	404,695	404,695	0		796,570
	<u>\$1,745,762</u>	<u>\$1,731,188</u>	<u>\$9,635,252</u>	<u>\$9,160,517</u>	<u>\$474,735</u>		<u>\$21,763,338</u>
EXPENSES							
General Government Services	119,517	145,807	1,057,266	1,096,680	39,414		2,592,591
Protective Services	634,512	636,253	2,829,312	2,841,214	11,901		6,235,746
Transportation Services	227,590	255,481	1,687,916	1,762,301	74,385		3,668,562
Environmental Health Services	100,940	126,144	396,618	470,720	74,102		1,077,728
Environmental Development	42,563	58,798	256,600	356,578	99,978		829,950
Recreation & Cultural Services	192,584	187,098	911,776	882,890	(28,886)		2,496,171
Fiscal Services	49,335	49,369	51,015	50,702	(313)		4,862,591
	<u>\$1,367,041</u>	<u>\$1,458,949</u>	<u>\$7,190,504</u>	<u>\$7,461,084</u>	<u>\$270,580</u>		<u>\$21,763,338</u>
Surplus (Deficit) for the Year	<u>\$378,721</u>	<u>\$272,239</u>	<u>\$2,444,748</u>	<u>\$1,699,433</u>	<u>\$745,315</u>		<u>\$ 0</u>

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Town of Rothesay

Statement of Revenue & Expenditure
5 Months Ended 5/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT Y-T-D	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
REVENUE							
Sale of Services							
Bill McGuire Memorial Centre	4,065	1,667	15,046	8,333	6,712		20,000
Town Hall Rent	9,402	8,217	46,226	41,085	5,141		98,604
Community Garden	420	400	900	1,200	(300)		1,200
Fox Farm Rental	0	1,875	7,000	9,375	(2,375)		22,500
Arena Revenue	823	0	137,536	110,505	27,031	1	214,900
Recreation Programs	14,087	20,375	32,509	35,875	(3,366)		107,500
	<u>28,798</u>	<u>32,534</u>	<u>239,217</u>	<u>206,373</u>	<u>32,844</u>		<u>464,704</u>
Other Revenue from Own Sources							
Licenses & Permits	8,086	6,875	67,570	64,375	3,195		82,500
Recycling Dollies & Lids	73	67	329	333	(5)		800
Interest & Sundry	19,788	2,667	62,246	13,333	48,912	2	32,000
Miscellaneous	384	833	1,734	4,167	(2,433)		10,000
Fire Dept. Administration	1,000	1,000	5,000	5,000	0		12,000
Local Improvement Levy Mulberry Lane	0	0	4,708	4,708	0		4,708
	<u>29,331</u>	<u>11,442</u>	<u>141,586</u>	<u>91,917</u>	<u>49,669</u>		<u>142,008</u>
Conditional Transfers							
Canada Day Grant	1,920	1,500	1,920	1,500	420		1,500
Grant - Other	0	0	391,803	0	391,803	3	0
Grant - Students	0	0	0	0	0		50,000
	<u>1,920</u>	<u>1,500</u>	<u>393,723</u>	<u>1,500</u>	<u>392,223</u>		<u>51,500</u>
Other Transfers							
Surplus of 2nd Previous Year	0	0	274,070	274,070	0		274,070
Utility Fund Transfer	0	0	130,625	130,625	0		522,500
	<u>0</u>	<u>0</u>	<u>404,695</u>	<u>404,695</u>	<u>0</u>		<u>796,570</u>
EXPENSES							
General Government Services							
Legislative							
Mayor	3,104	3,917	16,986	19,583	2,598		47,000
Councillors	10,837	11,258	54,215	56,292	2,077		135,100
Regional Service Commission 9	1,256	1,256	6,282	6,282	0		15,076
Other	275	5,292	1,590	6,458	4,868		13,500
	<u>15,472</u>	<u>21,723</u>	<u>79,072</u>	<u>88,615</u>	<u>9,543</u>		<u>210,676</u>
Administrative							
Administration - Wages & Benefits	74,854	87,957	414,701	434,968	20,267	4	1,189,610
Office Building	6,796	10,500	110,287	102,250	(8,037)	5	177,750
Supplies	10,071	9,917	59,154	66,583	7,429		143,000
Solicitor	0	4,167	8,835	20,833	11,998	6	50,000
Professional Fees	0	0	11,732	12,000	268		35,000
Other	11,918	9,417	62,584	58,183	(4,400)		110,000
	<u>103,638</u>	<u>121,957</u>	<u>667,293</u>	<u>694,818</u>	<u>27,525</u>		<u>1,705,360</u>
Other General Government Services							
Website/Other	0	250	2,611	3,000	389		3,000
Community Communications (Team)	112	460	1,384	2,302	918		5,525
Civic Relations	0	83	1,809	417	(1,393)		1,000
Insurance	(1,650)	0	278,436	282,462	4,026		282,462
Donations	1,000	1,000	7,104	7,400	296		36,500
Cost of Assessment	0	0	0	0	0		328,068
Property Taxes - L.P.P.	0	0	17,410	16,000	(1,410)		16,000
Fox Farm Rental Expenses	945	333	2,148	1,667	(481)		4,000
	<u>407</u>	<u>2,127</u>	<u>310,902</u>	<u>313,247</u>	<u>2,346</u>		<u>676,555</u>
Total General Government Services	119,517	145,807	1,057,266	1,096,680	39,414		2,592,591
Protective Services							
Police							
Police Protection	271,400	272,601	1,356,999	1,363,005	6,006		3,271,213
Crime Stoppers	0	0	2,800	2,800	0		2,800
	<u>271,400</u>	<u>272,601</u>	<u>1,359,799</u>	<u>1,365,805</u>	<u>6,006</u>		<u>3,274,013</u>
Fire							
Fire Protection	362,277	362,277	1,138,033	1,138,033	0		2,614,733
Water Costs Fire Protection	0	0	330,000	330,000	0		330,000
	<u>362,277</u>	<u>362,277</u>	<u>1,468,033</u>	<u>1,468,033</u>	<u>0</u>		<u>2,944,733</u>
Emergency Measures							
EMO Director/Committee	0	0	0	500	500		500
	<u>0</u>	<u>0</u>	<u>0</u>	<u>500</u>	<u>500</u>		<u>500</u>
Other							
Animal & Pest Control	835	417	1,480	2,083	603		5,000
Other	0	958	0	4,792	4,792		11,500
	<u>835</u>	<u>1,375</u>	<u>1,480</u>	<u>6,875</u>	<u>5,395</u>		<u>16,500</u>
Total Protective Services	634,512	636,253	2,829,312	2,841,214	11,901		6,235,746

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Transportation Services

Common Services							
Administration (Wages & Benefits)	97,384	121,824	528,109	612,119	84,010	7	1,557,760
Workshops, Yards & Equipment	41,274	55,167	364,169	360,683	(3,486)		756,350
Engineering	0	625	4,257	3,125	(1,132)		7,500
	<u>138,659</u>	<u>177,616</u>	<u>896,536</u>	<u>975,928</u>	<u>79,392</u>		<u>2,321,610</u>
Roads & Streets							
Roads & Streets	5,043	7,000	7,855	10,500	2,645		65,000
Crosswalks & Sidewalks	855	1,491	2,788	7,453	4,665		17,300
Culverts & Drainage Ditches	46,848	39,000	49,847	42,000	(7,847)		80,000
Street Cleaning & Flushing	0	0	69	1,000	931		45,000
Snow & Ice Removal	1,390	3,333	605,322	602,423	(2,898)		810,000
Flood Costs	0	5,000	2,586	15,000	12,414	8	15,000
	<u>54,137</u>	<u>55,824</u>	<u>668,467</u>	<u>678,377</u>	<u>9,910</u>		<u>1,032,300</u>
Street Lighting	12,700	12,083	61,273	60,417	(856)		145,000
Traffic Services							
Street Signs	0	833	7,509	4,167	(3,343)		10,000
Traffic Lanemarking	5,804	6,000	5,804	6,000	196		35,000
Traffic Signals	12,843	833	16,357	4,167	(12,191)	9	10,000
Railway Crossing	3,370	2,083	12,505	10,417	(2,089)		25,000
	<u>22,016</u>	<u>9,750</u>	<u>42,175</u>	<u>24,750</u>	<u>(17,425)</u>		<u>80,000</u>
Public Transit							
Public Transit - Comex Service	0	0	18,735	21,788	3,053		87,152
Public Transit - Other	146	208	730	1,042	312		2,500
	<u>146</u>	<u>208</u>	<u>19,465</u>	<u>22,830</u>	<u>3,365</u>		<u>89,652</u>
Total Transportation Services	<u>227,657</u>	<u>255,481</u>	<u>1,687,916</u>	<u>1,762,301</u>	<u>74,385</u>		<u>3,668,562</u>

Environmental Health Services

Solid Waste Disposal Land Fill garbage	44,601	18,690	113,308	93,450	(19,858)	10	224,280
Solid Waste Disposal Landfill Compost	3,800	3,204	11,554	16,020	4,466		38,448
Solid Waste Collection Fero	49,555	64,250	268,250	321,250	53,000	11	771,000
Solid Waste Recycling bins	0	0	0	0	0		4,000
Clean Up Campaign	2,984	40,000	3,506	40,000	36,494	12	40,000
	<u>100,940</u>	<u>126,144</u>	<u>396,618</u>	<u>470,720</u>	<u>74,102</u>		<u>1,077,728</u>

Environmental Development Services

Planning & Zoning							
Administration	26,598	35,469	176,777	239,932	63,155	13	550,000
Planning Projects	0	4,583	0	22,917	22,917	14	55,000
Heritage Committee	0	1,250	0	6,250	6,250		15,000
	<u>26,598</u>	<u>41,302</u>	<u>176,777</u>	<u>269,099</u>	<u>92,322</u>		<u>620,000</u>
Envision Saint John							
Tourism	15,965	15,996	79,823	79,979	156		191,950
	<u>0</u>	<u>1,500</u>	<u>0</u>	<u>7,500</u>	<u>7,500</u>		<u>18,000</u>
	<u>15,965</u>	<u>17,496</u>	<u>79,823</u>	<u>87,479</u>	<u>7,656</u>		<u>209,950</u>
	<u>42,563</u>	<u>58,798</u>	<u>256,600</u>	<u>356,578</u>	<u>99,978</u>		<u>829,950</u>

Recreation & Cultural Services

Administration	29,563	29,444	180,988	171,222	(9,766)	15	399,000
Beaches	0	0	286	0	(286)		53,500
Rothsay Arena	25,912	25,627	175,210	164,133	(11,077)	16	367,000
Memorial Centre	2,521	4,917	38,901	32,983	(5,917)		67,850
Summer Programs	3,953	3,000	4,542	3,350	(1,192)		72,100
Parks & Gardens	60,639	58,941	209,063	213,589	4,526		691,725
Rothsay Common Rink	1,035	1,100	49,586	42,100	(7,486)	17	52,950
Playgrounds and Fields	21,825	17,250	35,824	37,917	2,093		134,000
The Hive expenses	940	1,167	4,021	5,833	1,813		14,000
Regional Facilities Commission	30,047	30,068	150,327	150,341	15		360,819
Kennebecasis Public Library	7,084	7,084	35,422	35,422	0		85,012
Special Events	8,750	8,500	19,793	18,500	(1,293)		40,000
PRO Kids	0	0	7,500	7,500	0		7,500
Rothsay Living Museum	315	0	315	0	(315)		0
	<u>192,584</u>	<u>187,098</u>	<u>911,776</u>	<u>882,890</u>	<u>(28,886)</u>		<u>2,345,456</u>

Fiscal Services

Debt Charges							
Interest	13,335	13,369	15,015	14,702	(313)		195,591
Debtenture Payments	36,000	36,000	36,000	36,000	0		667,000
	<u>49,335</u>	<u>49,369</u>	<u>51,015</u>	<u>50,702</u>	<u>(313)</u>		<u>862,591</u>
Transfers To:							
Capital Fund for Capital Expenditures	0	0	0	0	0		3,750,000
Reserve Funds	0	0	0	0	0		250,000
	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>		<u>4,000,000</u>
	<u>49,335</u>	<u>49,369</u>	<u>51,015</u>	<u>50,702</u>	<u>(313)</u>		<u>4,862,591</u>

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Town of Rothesay

Variance Report - General Fund

Note #		Actual	month ending Budget	5/31/2023 Better/(Worse)	Description of Variance
Revenue					
1	Arena Revenue	137,536	110,505	\$ 27,031	Higher than budgeted revenue
2	Interest & Sundry	62,246	13,333	\$ 48,912	Conservative estimate of interest rates
3	Grant - Other	391,803	0	\$ 391,803	366K Pickle Ball Grant, ACOA Wells Bldg

Total	\$ 467,746
Variance per Statement	\$474,735
Explained	99%

Expenses*General Government*

4	Administration - Wages & Benefits	414,701	434,968	\$ 20,267	Vacant position
5	Office Building	110,287	102,250	\$ (8,037)	Upstairs TH renovations for tenants
6	Solicitor	8,835	20,833	\$ 11,998	Lower than budgeted to date

Protective Services

<i>Protective Services</i>					
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Transportation

7	Administration (Wages & Benefits)	528,109	612,119	\$ 84,010	1 vacant position
8	Flood cost	2,586	15,000	\$ 12,414	No flooding
9	Traffic Signals	16,357	4,167	\$ (12,191)	Supply & install new "birdies" on traffic lights due to lightning

Environmental Health

10	Solid Waste Disposal Land Fill garbage	113,308	93,450	\$ (19,858)	Spring clean up campaign offset by account below
11	Solid Waste Collection Fero	268,250	321,250	\$ 53,000	Fuel escalation lower than anticipated
12	Clean Up Campaign	3,506	40,000	\$ 36,494	Spring clean up included in solid waste

Environmental Development

13	Administration	176,777	239,932	\$ 63,155	Vacant position and budget for software
14	Planning Projects	0	22,917	\$ 22,917	No expenses incurred to date

Recreation & Cultural Services

15	Administration	180,988	171,222	\$ (9,766)	Perfect Mind Software
16	Rothesay Arena	175,210	164,133	\$ (11,077)	Casual wages higher than budgeted
17	Rothesay Common Rink	49,586	42,100	\$ (7,486)	Casual wages higher than budgeted

Fiscal Services

<i>Fiscal Services</i>					
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Total	\$ 223,610
Variance per Statement	270,580
Explained	83%

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Town of Rothesay

Capital Projects 2023

General Fund

5 Months Ended 5/31/2023

	ANNUAL BUDGET	COUNCIL APPROVED		CURRENT Y-T-D	Remaining Budget
General Government					
G 202* 001 Town Hall Improvements	40,000	0		1,976	38,024
G 202* 00* IT	17,000	0		0	17,000
Total General Government	57,000	0	0	1,976	55,024
Protective Services					
P-202*-0** Protective Serv. Equipment Pu	1,270,000	0		424,531	845,469
Total Protective Services	1,270,000	0	0	424,531	845,469
Transportation					
T-2023-001 Asphalt 2023	1,225,000	111,392		70,542	1,154,458
T-2022-003 Buildings - Master Drive HVAC	85,000	0		72,187	12,813
T-2023-004 Intersection Improvement	175,000	214,711		3,558	171,442
T-202*-00* Fleet Replacement	750,000	691,429		13,201	736,799
Unassigned:					
Total Transportation	2,235,000	1,017,532	0	159,487	2,075,513
Recreation					
R-202*-00* Recreation Equipment	215,000	103,076		44,251	170,749
R-202*-00* Recreation Master Plan	60,000	54,312		0	60,000
R-2022-002 Recreation Pickle Ball	150,000	100,749		5,208	144,792
R-2022-004 Wells Bldg	2,500,000	0		912,860	1,587,140
R-202*-00* Arena Renovation	100,000	0		4,239	95,761
R-2023-005 McGuire Centre Repairs	30,000	0		0	30,000
Total Recreation	3,055,000	258,136	0	966,557	2,088,443
Carryovers					
T-2020-013 Stormwater Master Plan	0	0		8,907	-8,907
T-2020-014 Traffic Study	0	0		1,551	-1,551
T-2021-001 2021 Asphalt Engineering	0	0		811	-811
R-2021-002 2021 Wells Building	0	0		2,249	-2,249
T-2022-001 Ashpalt	0	0		2,029	-2,029
T-2022-004 Intersection Improvement	0	0		73,007	-73,007
	0	0	0	88,552	-88,552
Total	\$ 6,617,000	\$ 1,275,668	\$ -	\$ 1,641,104	\$ 4,975,896

2023 Budget and Funding Allocation

Funding	2023	Operating	Reserve	Gas Tax	Borrow	Grant
General Government	57,000	57,000				
Protective Services	1,270,000	20,000			1,250,000	
Transportation	2,235,000	1,510,000		725,000		
Recreation	3,055,000	2,245,000		100,000		710,000
Total	\$ 6,617,000	\$ 3,832,000	\$ -	\$ 825,000	\$ 1,250,000	\$ 710,000

Town of Rothesay

Utility Fund Financial Statements

May 31, 2023

Attached Reports:

Capital Balance Sheet	U1
Reserve Balance Sheet	U2
Operating Balance Sheet	U3
Operating Income Statement	U4
Variance Report	U5
Capital Summary	U6

Town of Rothesay

Capital Balance Sheet

As at 5/31/2023

ASSETS

Assets:

Capital Assets - Under Construction - Utilities	1,045,388
Capital Assets Utilities Land	119,970
Capital Assets Utilities Buildings	2,003,612
Capital Assets Utilities Equipment	813,621
Capital Assets Utilities Water System	29,367,286
Capital Assets Utilities Sewer System	26,453,412
Capital Assets Utilities Land Improvements	42,031
Capital Assets Utilities Roads & Streets	220,011
Capital Assets Utilities Vehicles	113,001
	60,178,334

Accumulated Amortization Utilites Buildings	(901,044)
Accumulated Amortization Utilites Water System	(9,388,542)
Accumulated Amortization Utilites Sewer System	(9,810,100)
Accumulated Amortization Utilites Land Improvements	(42,031)
Accumulated Amortization Utilites Vehicles	(47,171)
Accumulated Amortization Utilites Equipment	(386,734)
Accumulated Amortization Utilites Roads & Streets	(24,930)
	(20,600,551)

TOTAL ASSETS	39,577,782
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LIABILITIES

Current:

Util Capital due to/from Util Operating	150,000
Total Current Liabilities	150,000

Long-Term:

Long-Term Debt	7,967,369
Total Liabilities	8,117,369

EQUITY

Investments:

Investment in Fixed Assets	31,460,414
Total Equity	31,460,414
TOTAL LIABILITIES & EQUITY	39,577,782

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Town of Rothesay

Balance Sheet - Utilities Fund Reserves
5/31/2023

ASSETS

BNS Utility Capital Reserve # 00241 12	74,235
BNS - Util Capital Reserve GIC	1,100,000
	<u>\$ 1,174,235</u>

LIABILITIES AND EQUITY

Invest. in Utility Capital Reserve	730,642
Invest. in Utility Operating Reserve	109,433
Invest. in Sewerage Outfall Reserve	334,160
	<u>\$ 1,174,235</u>

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Town of Rothesay

Utilities Fund Operating Balance Sheet
As at 5/31/2023

ASSETS

Current assets:	
Accounts Receivable Net of Allowance	1,026,405
Total Current Assets	1,026,405
Other Assets:	
Projects	138,066
	138,066
TOTAL ASSETS	\$ 1,164,471

LIABILITIES

Accrued Payables	17,332
Due from General Fund	(761,777)
Due to Capital Fund	(150,000)
Deferred Revenue	12,012
Total Liabilities	(882,433)

EQUITY

Surplus:	
Opening Retained Earnings	32,898
Profit (Loss) to Date	2,014,006
	2,046,904
TOTAL LIABILITIES & EQUITY	\$ 1,164,471

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Town of Rothesay
Utilities Operating Income Statement
5 Months Ended 5/31/2023

	CURRENT MONTH	BUDGET FOR MONTH	CURRENT YTD	BUDGET YTD	VARIANCE Better(Worse)	NOTE #	ANNUAL BUDGET
RECEIPTS							
Sale of Water	0	0	284,298	307,698	(23,400)	1	1,155,000
Meter and non-hookup fees	0	0	16,579	16,105	474		64,420
Water Supply for Fire Prot.	0	0	330,000	330,000	0		330,000
Local Improvement Levy	0	0	58,881	59,000	(119)		59,000
Sewerage Services	(1,305)	0	1,973,124	1,942,500	30,624	2	1,942,500
Connection Fees	1,400	14,583	81,775	72,917	8,858		175,000
Interest Earned	13,304	7,500	45,446	37,500	7,946		90,000
Misc. Revenue	225	610	1,213	3,051	(1,839)		7,323
Surplus - Previous Years	0	0	41,757	41,757	0		41,757
TOTAL RECEIPTS	13,624	22,694	2,833,072	2,810,528	22,544		3,865,000
WATER SUPPLY							
Share of Overhead Expenses	0	0	52,250	52,250	0		209,000
Wages	13,695	13,835	70,912	69,177	(1,735)		232,000
Audit/Legal/Training	255	208	10,968	12,042	1,074		13,500
Other Water	462	42	1,071	208	(862)		500
Purification & Treatment	155,779	154,583	259,070	265,583	6,514		536,000
Transmission & Distribution	12,638	9,167	17,206	45,833	28,627	3	110,000
Power & Pumping	4,273	4,250	29,787	21,250	(8,537)		51,000
Billing/Collections	100	417	1,668	2,083	416		5,000
Water Purchased	160	100	409	500	91		1,200
Misc. Expenses	436	2,250	6,910	11,250	4,340		27,000
McGuire Road Operating	341	1,500	2,957	7,500	4,543		18,000
TOTAL WATER SUPPLY	188,140	186,352	453,208	487,677	34,469		1,203,200
SEWERAGE COLLECTION & DISPOSAL							
Share of Overhead Expenses	0	0	78,375	78,375	0		313,500
Wages	29,000	29,000	145,000	145,000	0		348,000
Audit/Legal/Training	255	417	8,551	8,083	(468)		11,000
Collection System Maintenance	0	2,917	7,083	19,583	12,500	4	85,000
Sewer Claims	0	0	9,915	10,000	85		20,000
Lift Stations	3,370	6,250	26,852	31,750	4,898		77,000
Treatment/Disposal	6,820	7,583	55,901	49,917	(5,984)		103,000
Misc. Expenses	4,571	2,167	11,603	10,833	(769)		26,000
TOTAL SWGE COLLECTION & DISPC	44,016	48,333	343,280	353,542	10,262		983,500
FISCAL SERVICES							
Interest on Long-Term Debt	22,578	23,259	22,578	23,259	681		254,803
Principal Repayment	0	0	0	0	0		548,497
Transfer to Reserve Accounts	0	0	0	0	0		175,000
Capital Fund Through Operating	0	0	0	0	0		700,000
TOTAL FISCAL SERVICES	22,578	23,259	22,578	23,259	681		1,678,300
TOTAL EXPENSES	254,734	257,945	819,066	864,478	45,412		3,865,000
NET INCOME (LOSS) FOR THE PER	(241,110)	(235,251)	2,014,006	1,946,050	67,956		(0)

Town of Rothesay

Variance Report - Utility Operating
5/31/2023

Note #	Account Name	Actual YTD	Budget YTD	Variance Better(worse)	Description of Variance
Revenue					
1	Sale of Water	284,298	307,698	(23,400)	Usage lower than expected
2	Sewerage Services	1,973,124	1,942,500	30,624	Increase in users + fee increase > budget
Expenditures					
Water					
3	Transmission & Distribution	17,206	45,833	28,627	Budget smoothed over yr
Sewer					
4	Collection System Maintenance	7,083	19,583	12,500	Budget smoothed over yr
Fiscal Services					

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Town of Rothesay

Capital Projects 2023
Utility Fund
5 Months Ended 5/31/2023

	Original BUDGET	Council Approval	CURRENT Y-T-D	Remaining Budget		
WATER						
12031430 W-2022-003 Filtration Bldg Water	630,000	-	19,771	610,229		
	<u>\$ 630,000</u>	<u>\$ -</u>	<u>\$ 19,771</u>	<u>\$ 610,229</u>		
SEWER						
12028130 T-202*-001 Sewer work in Ashphalt contract	100,000	\$ -	0	100,000		
12046030 S-2021-001 Turnbull Court Design	500,000	\$ -	72,466	427,534		
12044130 S-2021-008 WWTP Design Phase II	50,000	\$ -	20,102	29,898		
12050130 S-2023-002 Lagoon Dredging	1,320,000	\$ -	0	1,320,000		
	<u>1,970,000</u>	<u>-</u>	<u>-</u>	<u>1,877,432</u>		
Total Approved	<u>2,600,000</u>	<u>-</u>	<u>112,339</u>	<u>2,487,661</u>		
Carryovers						
Funded from Reserves						
12045030 S-2020-001 Turnbull Court Design	0	0	19,936	(19,936)		
12043430 W-2021-004 Well Development - Quality	-	0	5,791	(5,791)		
	<u>0</u>	<u>0</u>	<u>0</u>	<u>(25,727)</u>		
	<u>2,600,000</u>	<u>-</u>	<u>138,066</u>	<u>2,461,934</u>		
Funding:						
	Total	Operating	Reserves	Borrow	Gas Tax	Grants
Water	630,000	330,000			300,000	
Sewer	1,970,000	370,000		\$ 1,600,000		
	<u>\$ 2,600,000</u>	<u>\$ 700,000</u>	<u>\$ -</u>	<u>\$ 1,600,000</u>	<u>\$ 300,000</u>	<u>\$ -</u>

Town of Rothesay

2023-05-31

219500-60

Donations/Cultural Support	Budget	Paid to date		
KV3C (in kind)	2,500.00	-		
NB Medical Education Trust	5,000.00			
KV Food Basket	5,000.00	154.04		
Fairweather Scholarship	1,000.00		1000	Jun-23
Saint John Theatre Company	1,000.00			
Symphony NB	2,500.00			
sub	17,000.00	154.04		
Other:	19,500.00			
Sophia Recovery Centre		5,000.00		
Rothesay High School		250.00		
Special Olympics NB		200.00		
You Can Ride Two		500.00		
KV Girls Softball Association		500.00		
RNS - Art Show		500.00		
RES - Fun Run			250	Jun-23
sub	19,500.00	6,950.00		
	36,500.00	7,104.04		
G/L Balance		7,104.04	-	
Other:				
Kennebecasis Crimestoppers	2,800.00	2,800.00		Protective Services
PRO Kids	7,500.00	7,500.00		Recreation
	10,300.00	10,300.00		

TOWN OF ROTHESAY

FINANCE COMMITTEE

June 22, 2023

In attendance:

Mayor Nancy Grant

Councillor Don Shea (Chairman)

Councillor Helen Boyle

Town Manager John Jarvie

Treasurer Doug MacDonald

Financial Officer Laura Adair

Absent:

Deputy Mayor Matt Alexander

The meeting was called to order at 8:48am.

The agenda was accepted as presented (NG/HB)

The minutes from June 01, 2023 were accepted as presented (NG/HB)

April Financial Statements

- a) **General Fund** – Treasurer Doug MacDonald reviewed May Statements. Variances are the same as previous month aside from the clean up Campaign costs which came in under budget. Only two major projects for Capital report, Wells building and Fire station.
- b) **Utility Fund** – Treasurer Doug Macdonald reviewed the statements, variance explained in previous month.

The statements were accepted as presented (HB/NG).

Donation Requests – 2023 Summary

- a) **Saint John Seafarers** – Mayor to sponsor a hole for \$200 from her budget.

Motion to accept Donation report (HB/NG)

For Information

- a) **CCBF Funding** – Letter confirming of funding as promised in the 2019-2023 CCBF plan
- b) **Debenture receipt** – Amortization table of new debenture for Fire station
- c) **MCBB tentative approval re WWTF** – Letter of approval from Municipal Borrowing Board contingent upon receiving grants for WWTF project

Motion to accept and receive items for information (HB/NG)

Funding Requests

- a) **KPL** – It was agreed to recommend to council to approve the \$4,933.50 additional funding requested due to an increase in contract renewal costs (NG/HB)
- b) **Quispamsis re KV Food bank** – – It was agreed to recommend to council to fund \$6,899.04 to the Town of Quispamsis for the KV Food Bank (HB/NG)

McGuire Centre Rental Rates

Motion to recommend to council the rates be ratified to support the current administrative policy. (NG/HB)

Compliance Report

Compliance report – all items filed

Motion to accept and receive items for information (HB/DS)

Next Meeting

Regular Finance Meeting July 20, 2023

The meeting adjourned at 9:45am.

Councillor Don Shea
Chairman

Laura Adair
Recording Secretary



2023 July 10 Open Session FINAL_093

ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : July 4, 2023
RE : Donation Recommendations

The finance committee recommends the following motion re funding requests:

- a) Council approve additional funding to the Kennebecasis Public Library in the amount of \$4,933.50.
- b) Council approve the funding request from the town of Quispamsis regarding the KV Food Bank in the amount of \$6,899.04.

Briefing Note:

Request for Additional Operational Funding 2023

The 2023 Kennebecasis Public Library operating budget was approved by both town councils following a joint presentation on September 22nd, 2022. Recently, the Kennebecasis Public Library Board (KPLB) has received 2 significant increases in their landscaping contract, and the building janitorial/cleaning contract. Both contracts came up for renewal in April 2023, with quotes being received in the later part of March 2023.

When these contracts were first negotiated 3+ years ago, minimum wage was approximately \$11.70/hr. Since that time, we have seen several incremental increases such that, currently minimum wage is approximately \$ 14.75/hr. This is nearly a \$ 3/hr difference from the time these contracts were negotiated back in 2020. In addition, as a result of supply chain issues and overall inflation, cost of materials has increased significantly over this time. All this to say, we can all appreciate that the cost of doing business for these enterprises has increased significantly since our previous contracts, and as a result, we have seen significant increases to both recently negotiated contracts, reflected in more detail below.

In terms of our janitorial/cleaning contract, to date the KPBL has been very pleased with the services rendered by Jani King and felt comfortable entering another 3-year term, having had quotes in the past that ranged nearly twice as much as those provided by Jani King. However, the cost of the janitorial contract with Jani King did still increase from \$2,961.25 monthly to \$4, 082.50, an approximately 37.8% increase, as referenced below.

2020-2023 Jani-King contract (monthly)	Quoted 2023-2026 Jani-King contract (monthly)
\$2,961.25	\$4,082.50

The new contract pricing went into effect beginning the month of April 2023, which will see the library receive 8 invoices reflecting the new adjusted amount for what remains of the 2023 calendar year, which was not factored into the operational budget approved in September 2022. This results in a deficit of approximately \$ 8,970 for the library to fulfill the obligations of this contract until the end of the 2023 calendar year, at which point the newly negotiated amount of \$ 4,082.50 will be incorporated into the proposed 2024 budget. On a go forward basis, contact renewals and estimations will be factored into the budget at a rate commensurate with inflation and industry standard increases or decreases.

Notwithstanding the increases to the janitorial contract, we also saw increases to another large contract, our landscaping contract. We did seek prices for landscaping contract beginning in 2023-2026 from several area companies which can be referenced below in March of this year:

Homestar Inc.	Ernie's Home Improvement Ltd.	Urban Landscaping Ltd.
\$4,025.00	\$5,594.75	\$10,177.50

Currently, the 2020-2023 negotiated rate of the existing contract with HomeStar Inc (which expired in March 2023) had been approximately \$3,565 annually. As referenced above, HomeStar was clearly significantly less costly than the other two quotes we received, and despite not having had the best overall service in the past, we felt it was fiscally prudent to renegotiate another contract with them in good faith after outlining some of the concerns we had from the past contract, and after having been reassured these would be addressed. As illustrated above, these costs have also increased, albeit less significantly than the janitorial contract, but still by approximately 13%, having left the Library with a yearly deficit on this budgetary line of approximately \$3,680.

When taking in consideration the increases to both the janitorial contract as well as the lawncare contract, the KPLB does not feel that they will be able to reasonably offset these additional increases in the current operating budget without having a detrimental impact to the overall operations of the library. To continue to provide the services that our community has grown accustomed, and in order to continue to be able to offer all the programming that we currently have, we felt there was no other option than to approach both towns for consideration in providing additional funding to help offset these increases in operating expenses for this calendar year.

The shared total of the reflective contract increases to both the janitorial contract (\$ 1,121.25/ month for a total of 8 months) and the landscaping contract (\$ 460/month for a total of 8 months) would be approximately \$ 12,650, and would be allocated similarly to overall budgetary calculations based on town census, with the Town of Quispamsis responsible for 61% and the Town of Rothesay for the remaining 39% as referenced below:

Town of Quispamsis Requested Funding (61%)	Town of Rothesay Requested Funding (39%)
\$ 7,716.50	\$ 4,933.50

We, the Board, appreciate that both Towns may have questions in relation to this request while it is being considered and we will make ourselves available at any juncture to appropriately address any questions or concerns you may have with respect to this request. We believe the work and the programs that the Library offer are vital to the community and we hope you can appreciate our unwillingness to compromise program offerings as a recourse in addressing these most recent budgetary deficits.

We appreciate your time and consideration with this matter.

With kind regards,

Kennebecasis Public Library Board



12 Landing Court
Quispamsis, NB E2E 4R2



Tel: 849-5778
Fax: 849-5799
www.quispamsis.ca

Sold To:

Town of Rothesay
70 Hampton Road
Rothesay, NB E2E 5L5

Date:	5/30/2023
Invoice Number:	IN000073249
Customer No.	
HST Registration No.	

Terms	Invoice Description
Due on Receipt	2022 Food Bank Costs- 50% Cost Share

Description/Comments	Amount
2022 Food Bank Costs - 50% Cost Share	6,899.04

Remit To:

Town of Quispamsis
12 Landing Court
Quispamsis, NB
E2E 4R2

Subtotal before tax	\$6,899.04
HST	N/A
Total invoice	\$6,899.04
Payment received	0.00
Balance due	\$6,899.04

FOOD BANK COSTS

	2022
Furnace Fuel	3,277.55
Property Tax	663.11
Building M&R*	1,446.81
Electricity	3,274.40
Grounds M&R	1,301.48
Property Insurance	216.00
Total G/L Accts - Food bank	\$ 10,179.35

Note: We have only included the unrecoverable portion of HST in these costs

TOWN LABOUR - 10 hours per month

Shovelling, mowing, planting	
Annual Cost of town staff 10 hrs/mo.**	\$ 3,618.72

	2022
TOTAL	\$ 13,798.07
Rothesay share at 50%	\$ 6,899.04

* Building M&R includes water, sewer, pest control, furnace prot. plan, repairs, snowplowing contracted services

** Staff hours includes shoveling, grounds maintenance, mowing, etc.



ROTHESAY MEMORANDUM



TO : Mayor and Council
FROM : Finance Committee
DATE : June 19, 2023
RE : McGuire Centre

Recommendation

Council ratify the McGuire Centre rental rate schedule as follows:

4 Hour Rental \$250.00 (HST included)
8 Hour Rental \$500.00 (HST included)
Weekend Rate (8 am Friday to 12 Noon Sunday) \$1,200.00 (HST included)

Discussion

The P&R Committee made a recommendation in November 2022 to change the rental rates as noted below. The schedule represented a significant change as a “non-profit” rate no longer exists. Staff have been applying these rates since that time however there have been a number of requests for a reduction. Staff recommend the rates be ratified by Council to support the current administrative policy.

8.2 Bill McGuire Centre Rent Increase

- The Bill McGuire Centre has undergone extensive renovations to the interior and exterior of the facility over the last few years, the most recent being a new heat pump put in two years ago that provides both heat in the winter and cooling during the summer months.
- Discussion was held regarding a rate increase for the centre with 4hr, 8hr, and full weekend options for various events. The last rate increase at the centre was 5 years ago.
- Proposed rental rates: 4 hour rental \$250
: 8 hour rental \$500
: Weekend rental \$1200

MOVED by H. Boyle and seconded by B. McGuire that the Bill McGuire Centre rates should increase.

CARRIED.



2023 July 10 Open Session FINAL_099

ROTHESAY

PARKS AND RECREATION COMMITTEE MEETING
Rothesay Town Hall Common Room
Tuesday, June 20, 2023 at 6:30 p.m.



DRAFT

PRESENT: COUNCILLOR BILL McGUIRE (*electronic participation*)
COUNCILLOR HELEN BOYLE
HOLLY YOUNG, CHAIRPERSON
DR. SHAWN JENNINGS
COLIN BOYNE

TOWN MANAGER JOHN JARVIE
DIRECTOR OF PARKS AND RECREATION CHARLES JENSEN
RECREATION COORDINATOR KERI FLOOD
FACILITIES COORDINATOR RYAN KINCADE

ABSENT: JON McEACHERN
DR. JEAN-FRANCOIS LEGARE

Chairperson Young called the meeting to order at 6:32 p.m.

1. APPROVAL OF AGENDA

MOVED by S. Jennings and seconded by C. Boyne the agenda be approved as circulated.

CARRIED.

2. APPROVAL OF MINUTES:

2.1 Meeting minutes of May 16, 2023

MOVED by S. Jennings and seconded by C. Boyne the meeting minutes of May 16, 2023 be approved as circulated.

CARRIED.

- S. Jennings had a question regarding 8.2 of the minutes (RFP Rothesay Parks and Recreation Master Plan) regarding the need for a regional study on ice surface demands and who would pay. Town Manager Jarvie responded saying there is a study currently being carried out by the regional service commission.
- S. Jennings had a comment regarding section 8.3 of the minutes (Melanoma/Skin Cancer Awareness(Sunscreen dispensers). He mentioned that he saw that the town of Riverview is providing sunscreen for residents this summer and wondered if we had a contact that we could touch base with to gather information. DRP Jensen said he would contact the town of Riverview and inquire about their program.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. DELEGATIONS

N/A

5. REPORTS & PRESENTATIONS

N/A

6. UNFINISHED BUSINESS:



7. CORRESPONDENCE FOR ACTION

N/A

8. NEW BUSINESS

8.1 Parks and Recreation Update

22 March 2022 Report prepared by DRP Jensen(see attached)

Counc. McGuire said he had been talking with some of the adjacent homeowners to the pickle ball courts who are concerned about the noise when games are being played. DRP Jensen said he has looked into a screening system that will attach to the fence that should help alleviate this issue.

8.2 Out Fer’ a Rip(Seadoo Rentals)

The Committee had lots of questions and discussions around the proposal from Mr. O’Brien. The Town does not own the area in Renforth that Mr. O’Brien has proposed. The consensus was that Renforth Park was not a good fit due to the public beach and lack of parking available. There was a suggestion that perhaps they could partner with either the boat club or canoe and kayak club. Concerns were also raised around those operating the seadoos and of their lack of experience and if they required any type of operating course (like required for boating).

MOVED by Coun. McGuire and seconded by Coun. Boyle that the Parks and Recreation Committee recommends the request by Out fer’ a Rip to use Renforth Park as an area to operate a jet ski business be denied.

Carried

8.2 Cotton Candy (Selling at Concert Series)

The Committee had a lengthy discussion about the common and the issue of vendors selling items to citizens. Vendors permit, a license to sell food, labelling were all talked about. The consensus was that the concert series was probably not the best fit for this and that perhaps we could encourage the individual to attend some of our other special events to sell her product. (Wells Park grand opening/Rothesay 25th anniversary, Playground Program) DRP Jensen will contact her and discuss.

9. CORRESPONDENCE FOR INFORMATION

N/A

10. DATE OF NEXT MEETING

The next meeting is scheduled for Tuesday, September 19, 2023.

11. ADJOURNMENT

Meeting adjourned at 7:18 p.m.

CHAIRPERSON

RECORDING SECRETARY

Parks & Recreation Committee

June Update for Committee

June 20, 2023

Soccer & Baseball Fields	Fields are busy evenings and weekends. East Coast Games at Wells softball field June 23-25, 2023.
Recreation Master Plan	Initial data gathering is ongoing. To be completed by November 2023.
Wells Building (New)	Work continues on the building. Anticipated opening mid-summer.
Pickle Ball Courts	Anticipated completion by mid-July.
Concert in the Common	<p>Concert in the Common is back for Summer of 2023! Each Thursday in July and August take your evening walk, bring your blanket/chair, and enjoy free outdoor music on the Rothesay Common stage from 7-8pm. You won't want to miss the amazing performances that we have lined up for this year. For more details, including the full line up, visit: https://www.rothesay.ca/recreation/seasonal-programs/concert-in-the-common/</p>
Playground Programs	<p>Rothesay Playground Programs will run from June 26th until August 25th at KPark Elementary, Rothesay Park Middle and Wells Recreation Park. Registration opened on May 24th. More information can be found here: https://www.rothesay.ca/recreation/seasonal-programs/playground-programs/</p>
Beaches	KPark and Renforth Beaches will open at 11am on June 26 th and will close at 5pm on August 25 th .
Canada Day	<p>Celebrations for Canada's 156th Birthday are planned for Saturday, July 1st from 12-3pm on the Rothesay Common. Activities will begin at 12:00pm with a flag-raising ceremony.</p> <p>After the ceremony enjoy:</p> <ul style="list-style-type: none"> • MUSICAL ENTERTAINMENT by Alison Dawn Voice & Music Students • POPCORN & COTTON CANDY • CUPCAKES • LAWN GAMES • BALLOON ANIMAL CREATIONS

	<ul style="list-style-type: none"> • FACE PAINTING • GIANT INFLATABLES & BOUNCY CASTLES • ICE CREAM served by Royal Canadian Legion Kennebecasis Branch 58 • BBQ served by the Kennebecasis Lion's Club <p>All activities are free to the public except for the BBQ!</p> <p>For more information visit: https://www.rothesay.ca/event/canada-day-in-rothesay-2023/</p>
<p>Sunset Yoga Session</p>	<p>Our Sunset Yoga Sessions are back for another summer! Join us for relaxing and rejuvenating community yoga sessions this summer. Take your "Me Time" and enjoy the picturesque sunset on the Kennebecasis River at Renforth Rotary Park (141 James Renforth Drive).</p> <ul style="list-style-type: none"> • Tuesday, July 11th 7-8pm • Wednesday, August 16th 7-8pm • Tuesday, September 12th 7-8pm <p>No experience is necessary! Yoga sessions are for people of all ages and abilities. Please bring your own yoga mat.</p>
<p>12 Weeks/12 Walks</p>	<p>It's once again time to hit the trails and explore our beautiful Kennebecasis Valley. Join KV WALKERS this summer on Monday evenings (6:30pm) or Tuesday mornings (9:30am) to explore existing trails and to meet others along the way. Everyone is welcome and it's free of charge – choose your pace and bring a friend along. Most walks are 1 hour in length and start the week of June 5th to August 21st. For more information visit: https://www.rothesay.ca/event/kv-walkers-12-weeks-12-walks-2023/</p>
<p>Through the Lens</p>	<p>The 10th Annual Through the Lens Photo Contest is now accepting entries! For more information about the photo contest, visit: https://www.rothesay.ca/recreation/seasonal-programs/through-the-lens/</p>
<p>50+ Friendship Games Saint John</p>	<p>There will be no 50+ Friendship Games in Saint John this year, the games will be held in June 2024.</p>
<p>Rothesay HIVE</p>	<p>The Rothesay HIVE had a very successful Open House on June 1st. We served tea, coffee, sandwiches, and treats for approximately 30 people. There was a combination of current Rothesay HIVE members, Age Friendly Advisory Committee members, and new visitors to the HIVE. The new walking club the "Walkie Talkies" started in May, the club is volunteer lead and will be happening every Friday at 9:00am and so far, has been well</p>

	<p>received. The Garden Club is gardening again this summer, they are growing carrots, beans, beets, and tomatoes.</p> <p>For more information about the Rothesay HIVE including the calendar, newsletter, and more visit: https://www.rothesay.ca/recreation/rothesay-hive/.</p> <p>Rothesay Hive Facebook Group: 652 Members</p> <p>Rothesay Hive Registered Members 2023: 116 Members</p>
<p>Renforth Exercise Classes</p>	<p>The Renforth Senior Exercise Classes remain popular at the Bill McGuire Centre. The last class for the season was on June 14th. The classes will start up again in September 2023.</p>
<p>Artist-In-Residence – Darlene Baker</p>	<p>Rothesay is excited to welcome Darlene Baker as an Artist-in-Residence this summer in Rothesay! To learn more about Darlene and the schedule of events she has planned for this summer visit: https://www.rothesay.ca/darlene-baker/.</p>
<p>Other</p>	<p>Subscribe to our quarterly e-newsletter for Rothesay news, events, and more directly to your inbox by following this link and providing your information: https://mailchi.mp/rothesay/r-insider</p> <p>Rothesay is now on Instagram! Follow us @RothesayNB to stay connected while we share important information, highlight community gems, and promote programs and events taking place in our community!</p>



2023 July 100 Open Session FINAL_104
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Parks and Recreation Committee
DATE : June 20, 2023
RE : Out fer' a Rip (Jet Skis)

Recommendation:

- Council deny the request from Out Fer' A Rip for the usage of Renforth Park as an area to operate their jet ski rental business.

Background:

The Parks and Recreation Committee discussed the following motion at its regular meeting on Tuesday, June 20, 2023:

MOVED by Coun. McGuire and seconded by Coun. Boyle that the request by Out fer' a Rip to use Renforth Park as an area to operate a jet ski business be denied.

Carried.



ROTHESAY
 2023 July 10 Open Session FINAL_105
 PLANNING ADVISORY COMMITTEE MEETING
 Rothesay Town Hall Common Room
 Tuesday, July 4, 2023 at 5:30 p.m.



DRAFT

PRESENT: COUNCILLOR DON SHEA, CHAIRPERSON
 JOHN BUCHANAN
 RALPH FORTE
 MATTHEW GRAHAM, VICE-CHAIRPERSON
 COUNCILLOR TIFFANY MACKAY FRENCH

TOWN MANAGER JOHN JARVIE (*arrived at 5:40 p.m.*)
 TOWN CLERK MARY JANE BANKS
 DIRECTOR OF PLANNING/DEVELOPMENT (DPDS) BRIAN WHITE
 PLANNING INTERN ZACHARY VANDERHYDEN
 RECORDING SECRETARY LIZ HAZLETT

ABSENT: KELLY ADAMS
 TRACIE BRITTAIN
 CHRISTIANE VAILLANCOURT

Chairperson Shea called the meeting to order at 5:30 p.m.

1. APPROVAL OF THE AGENDA

MOVED by Counc. Mackay French and seconded by R. Forte the agenda be approved as circulated.
CARRIED.

2. ADOPTION OF MINUTES

2.1 Regular Meeting of June 5, 2023

MOVED by M. Graham and seconded by Counc. Mackay French the Minutes of June 5, 2023 be adopted as circulated.

CARRIED.

3. DECLARATION OF CONFLICT OF INTEREST

N/A

4. NEW BUSINESS

4.1 117 Birch Crescent

OWNER:

PID:

PROPOSAL:

Nicholas Jeffries

Katie Thomas and Ben Moore

00443895

Temporary Suite

The Committee agreed to defer the item until the arrival of the applicants.

Item brought forward.

4.2 202 Gondola Point Road

OWNER:

PID:

PROPOSAL:

Joe Roberts

Fred Bettle

30242069

1 Lot Subdivision – Lot Variance and LPP Cash

The owner, Mr. Bettle, was in attendance. Z. Vanderhyden advised the request is to subdivide 202 Gondola Point Road (PID 30242069).

Z. Vanderhyden summarized the report, noting the proposed new lot will front on Maple Crescent and variances are required for: the lot area and depth of the new lot (23-1), and the lot area and frontage of the existing lot (202 Gondola Point Road). He mentioned staff are supportive of the application as the proposed lots are not significantly different than the average lot size of surrounding properties. Therefore, the proposal will not jeopardize the existing character of the neighbourhood.

R. Forte asked what impact a variance in lot depth would have on a property. DPDS White advised that the footprint of the building may be smaller as the standard setback distances must be maintained. He added the proposed lots will fit in with other non-traditional lot sizes in the area. R. Forte asked if variances for setbacks could be requested in the future. DPDS White advised the dimensions of the new lot are adequate to build a house.

Town Manager Jarvie arrived.

M. Graham asked if approval may set a precedent if other nearby properties wish to subdivide. DPDS White advised each application is considered on a case-by-case basis.

Counc. Mackay French noted she is familiar with the street and agrees that the proposal would fit into the neighbourhood.

Counc. Shea invited Mr. Bettle to speak. Mr. Bettle mentioned he has owned the property since 1997 and has always had an interest in subdividing the land. R. Forte inquired about the structure at the rear of the property. Mr. Bettle noted this is not a permanent structure and can be removed in a few days.

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby grants variances to allow for the following: a reduced lot area of 1236m² for 202 Gondola Point Road, a reduced lot area of 1160m² for LOT 23-1, and a reduced lot depth of 37m for LOT 23-1 for the proposed subdivision of 202 Gondola Point Road (PID 30242069).

NAY vote recorded from R. Forte.

CARRIED.

MOVED by M. Graham and seconded by Counc. Mackay French the Planning Advisory Committee hereby recommends that Council accept \$1,252.80 as cash in lieu of Land for Public Purposes for the proposed LOT 23-1 to be subdivided from 202 Gondola Point Road (PID 30242069).

NAY vote recorded from R. Forte.

CARRIED.

DPDS White informed the applicant a letter of approval will be sent. Mr. Bettle thanked the Committee and left the meeting.



4.1 117 Birch Crescent

Nicholas Jeffries

OWNER:

Katie Thomas and Ben Moore

PID:

00443895

PROPOSAL:

Temporary Suite

The applicants were not in attendance. The Committee agreed to proceed with discussion of the application.

Z. Vanderhyden noted the request is for approval to create a temporary suite as a conditional use at 117 Birch Crescent (PID 00443895). He summarized the report, highlighting that the temporary suite would be built as an extension above the garage. Drawings were shown and DPDS White mentioned the roof design has not been confirmed at this time.

Z. Vanderhyden highlighted the following: lot size (1654m²), zoning (R1B), purpose – to house parents of the homeowner, a direct internal connection, and compliance with by-law requirements. He spoke of benefits, noting the proposal aligns with the Municipal Plan in providing affordable housing options—especially for family members—and maintains the existing character of the neighbourhood.

There was discussion pertaining to the differences between apartments (typically external access) and temporary suites (internal access, and removal of the kitchen once the occupants no longer require the suite). Questions and concerns were raised regarding the requirement to remove the kitchen. DPDS White responded, noting kitchens are not easily defined and depend on several factors including, but not limited to, electrical supply and fire codes. If a kitchen is not required, the property owners can apply for a building permit without approval from the Committee. He added the requirement helps protect the community from illegal apartment units. There was further discussion about potential sales of properties with granny suites, affordable housing as a priority of council, and property owners designing smaller scale kitchens so removal is not problematic.

DPDS White advised sometimes when properties are sold with granny suites, staff can act and work with property owners to ensure they are in compliance with all by-laws. Town Manager Jarvie spoke of incentives encouraging granny suites for family members, including potential waiving of a secondary sewer unit charge.

The Committee indicated general support for temporary suites but disagreed with the removal of kitchens. Staff explained this is a reasonable condition as it precludes such suites from snowballing into illegal rental units and leading to other non-compliant modifications.

In response to an inquiry, DPDS White advised the property owners were notified of the requirement and staff have no reason to believe they will not comply. He added the Zoning By-law is under review; staff can examine whether it is worthwhile to keep such a clause, or if similar applications need to be discussed by the Committee or simply handled by staff. If committee assistance is not required, it was clarified that polling would still be conducted and applications would still be required to meet all by-law requirements.



MOVED by R. Forte and seconded by Counc. Mackay French the Planning Advisory Committee approves a temporary suite as a conditional use located at 117 Birch Crescent (PID 00443895) with the following conditions:

1. The applicant shall remove the kitchen from the temporary suite when the family members are no longer occupying the dwelling.

CARRIED.

4.2 202 Gondola Point Road

OWNER:

PID:

PROPOSAL:

Joe Roberts

Fred Bettle

30242069

1 Lot Subdivision – Lot Variance and LPP Cash

Dealt with above.

Meeting Addendum:

MOVED by J. Buchanan and seconded by Counc. Mackay French Item 4.3 be added to discuss affordable housing.

CARRIED.

4.3 Affordable Housing

J. Buchanan acknowledged that the Committee discusses affordable housing during applications for apartment buildings, but asked what constitutes “affordable”? He expressed concern that the monthly rental rate for these “affordable units” is between \$1200-1500. Poverty exists in the region (18% in the Kennebecasis Valley) and these rates are unaffordable for this demographic. He asked what the Committee’s position is, and if anything can be done – for instance, imposing a maximum rental rate.

DPDS White advised it is an extremely complex issue, and there are many methodologies to consider. Through development agreements, rent for affordable units in Rothesay must be 30% or below the median income of *single-parent* households. This is a step beyond the Canadian Mortgage and Housing Corporation (CMHC) approach which involves two-parent household incomes.

J. Buchanan stated there are some individuals that rely solely on a social assistance income of \$832 per month. It was noted the calculation for affordable units is not based on one income, but rather the median. DPDS White reported that the Government of New Brunswick recently released a Housing Strategy which will have implications for municipalities. He noted Rothesay is working within its power to help; however, the issue requires cohesion between all levels of government and other entities such as non-profits.

J. Buchanan acknowledged it is a difficult political discussion. He expressed concern that the Housing Strategy received unanimous support from stakeholders, yet it does not appear that individuals in poverty were represented in this group. There was discussion about government owned housing, subsidies, control over rent by landlords (within regulations), and Rothesay’s efforts to incentivize developers (density bonuses for affordable and accessible units). Counc. Mackay French reported that affordable housing was a prevalent topic at the recent Federation of Canadian Municipalities (FCM) annual conference. Leaders are aware as the issue is faced nationwide. J. Buchanan stated it is important to keep politicians energized about the issue – the amount of poverty that exists is worrisome.



Counc. Mackay French asked if the decision to streamline the temporary suite process directly to staff is one to be made by the Committee or Council. DPDS White advised it requires a decision of Council.

5. OLD BUSINESS

TABLED ITEMS

Tabled February 5, 2018 – no action at this time

5.1 Subdivision Approval - 7 Lots off Appleby Drive (PID 30175467)

Tabled September 8, 2020 – no action at this time

5.2 Removal of PAC conditions and variance – 59 Dolan Road (PID 00094938)

Tabled October 3, 2022 – no action at this time

5.3 School Avenue (PIDs 30146708 & 30146674) – Rezoning & Subdivision Agreement

6. CORRESPONDENCE FOR INFORMATION

N/A

7. DATE OF NEXT MEETING(S)

The next meeting will be held on **TUESDAY, August 8, 2023.**

8. ADJOURNMENT

MOVED by R. Forte and seconded by J. Buchanan the meeting be adjourned.

CARRIED.

The meeting adjourned at 6:18 p.m.

CHAIRPERSON

RECORDING SECRETARY



2023 July 100 Open Session FINAL_110
ROTHESAY
MEMORANDUM



TO : Mayor and Council
FROM : Planning Advisory Committee
DATE : July 5, 2023
RE : 202 Gondola Point Road (PID 30242069)

Recommendation:

- Council accept \$1,252.80 as cash in lieu of Land for Public Purposes for the proposed LOT 23-1 to be subdivided from 202 Gondola Point Road (PID 30242069).

Background:

The Planning Advisory Committee discussed the following motions at its regular meeting on Tuesday, July 4, 2023:

MOVED by Counc. Mackay French and seconded by M. Graham the Planning Advisory Committee hereby grants variances to allow for the following: a reduced lot area of 1236m² for 202 Gondola Point Road, a reduced lot area of 1160m² for LOT 23-1, and a reduced lot depth of 37m for LOT 23-1 for the proposed subdivision of 202 Gondola Point Road (PID 30242069).

NAY vote recorded from R. Forte.

CARRIED.

MOVED by M. Graham and seconded by Counc. Mackay French the Planning Advisory Committee hereby recommends that Council accept \$1,252.80 as cash in lieu of Land for Public Purposes for the proposed LOT 23-1 to be subdivided from 202 Gondola Point Road (PID 30242069).

NAY vote recorded from R. Forte.

CARRIED.



To: Chair and Members of the Rothesay Planning Advisory Committee

From: Brian L. White, MCIP, RPP
Director of Planning and Development Services

Date: Monday, June 26, 2023

Subject: 1 Lot Subdivision – 202 Gondola Point Road 30242069 Lot Variance and LPP Cash in Lieu

Applicant:	Joe Roberts	Property Owner:	Fred Bettle
Mailing Address:	520 Somerset Street E2K 2Y7 Saint John NB	Mailing Address:	202 Gondola Point Road E2E 2A4 Rothesay NB
Property Location:	202 Gondola Point Road	PID:	30242069
Municipal Plan Designation:	Low Density	Zone:	Single Family Residential – Standard Zone [R1B]
Application For:	Lot Size Variance & Cash in Lieu of Land for Public Purposes		
Input from Other Sources:			

ORIGIN:

An application to subdivide 202 Gondola Point Road (PID 30242069) made by Joe Roberts on behalf of the property owner Fred Bettle.

BACKGROUND:

202 Gondola Point Road is 2395.83 m² lot zoned Single Family Residential – Standard Zone [R1B]. (see Attachment A) The proposal to subdivide the property would create one new vacant lot (Lot 23-1) on Maple Crescent 1160 m². 202 Gondola Point Road property would be reduced to 1236 m².

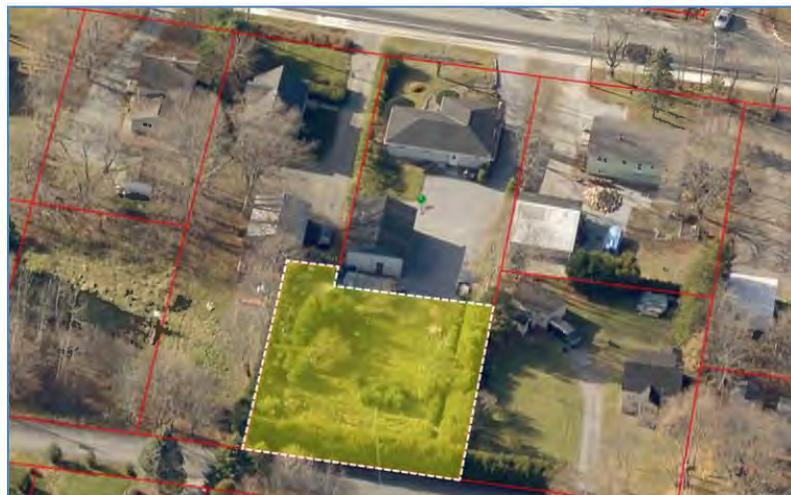


Figure 1 - Proposed New Lot in Yellow

Staff reviewed the Tentative Subdivision Plan (see Attachment B) submitted by Joe Roberts and can confirm that the new 202 Gondola Point Road and Lot 23-1 do not meet the by-law minimum lot area requirements relevant for a single-family dwelling in the R1B zone. The newly formed 202 Gondola Point Road property and Lot 23-1 will require a variance(s) to the lot size in order to subdivide the land PID 30242069.

ANALYSIS:

Staff reviewed the lot minimum lot dimensions for both proposed lots against the R1B zone requirements and found that the new lot requires variances as follows:

R1B Zone Lot Dimensions	LOT 23-1 Child Lot	202 Gondola Point Road Parent Lot
Minimum Lot Area: 1350 m ²	Proposed Lot Area 1160 m ² Variance of 14.07%	Proposed Lot Area 1236 m ² Variance of 8.44%
Minimum Lot Frontage: 30 m	30 m of frontage on Maple Crescent	Frontage 22.83m Variance of 23.9% (existing)
Minimum Lot Depth: 45 m	37m Lot Depth Variance of 17.77%	Lot Depth: 53 m

Staff observe LOT 23-1 size does not jeopardize the existing character and form of the neighborhood. The length of Maple Crescent is 340m, it currently occupies 16 residential lots. The average lot sizes in proximity to the proposed lot on Maple Crescent range from 837 sq.m to a maximum of 3560 sq.m with the average being ~1336 sq. m.

This is a unique situation in which the parent property has two public road frontages. Area variances that allow for smaller residential lot sizes, can provide flexibility to property owners who may have unique circumstances or constraints that make it difficult to comply with minimum lot size requirements. Furthermore, area variances do not change the zoning of the property, but rather allow the landowner to use the land in an effective manner that would not usually be permitted. This means that the property remains zoned for residential use, but the area variance allows for a smaller lot size which can increase housing options in areas where minimum lot size requirements may be a barrier to development. For these reasons Staff are supportive of the proposed subdivision.

LAND FOR PUBLIC PURPOSES

Section 42 (3) g of the Community Planning Act gives Council the discretionary authority to determine what amount of money would be accepted as Cash in Lieu of Land for Public Purposes. In lieu of land set aside under Section 5.1¹, Council would ordinarily require that 8% of the market value of the proposed new LOT 23-1 be provided to the Town. When the subdivision plan is submitted for approval

¹ Rothersey Subdivision By-law No. 4-10: Section 5.1 Land For Public Purposes - Amount of Land to be Provided to the Town
As a condition of approval of a subdivision plan, land in the amount of ten percent (10%) of the area of the subdivision, exclusive of the public streets, at such a location as assented to by Council pursuant to the Act, is to be set aside as “Land for Public Purposes” and so indicated on the plan.

Staff calculate the market value of the new Lot using \$13.50 per square meter as stated in Schedule C of the By-law 4-10.

If the applicant disagrees with the Town’s calculation of the land’s market value of \$15,660.00 for LOT 23-1 then they have the option of retaining, at their cost, a certified, independent appraiser to determine the true market value of the land.

The formula for calculating a cash-in-lieu payment is as follows:

Value of Land per square meter	Total Area of Proposed Lot 23-1	Estimated Value of New Lot (\$13.50 x 1160 m ²)	8% of Estimated Value (\$15,660.00 x 8%)
\$13.50 / m ²	1160 m ²	\$15,660.00	\$1,252.8

The proposed cash in lieu of Land for Public Purposes is **\$1,252.8** for the proposed LOT 23-1

POLLING

Polling was conducted for the proposed subdivision and as of June 26, 2023 no written comments were received.

RECOMMENDATION:

It is recommended THAT the Planning Advisory Committee consider the following motion:

The Planning Advisory Committee **HEREBY**, grants variances to allow for the following; a reduced lot area of 1236m2 for 202 Gondola Point Road, a reduced lot area of 1160m2 for LOT 23-1, and a reduced lot depth of 37m for LOT 23-1 for the proposed subdivision of 202 Gondola Point Road (PID 30242069).

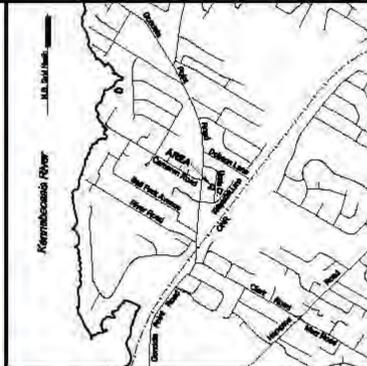
The Planning Advisory Committee **HEREBY** recommends that council accept \$1,252.80 as cash in lieu of LPP for the proposed LOT 23-1 to be subdivided from 202 Gondola Point Road (PID 30242069).

ATTACHMENTS:

- Attachment A 202 Gondola Point Road – Site Location
- Attachment B Proposed Subdivision Plan

Report Prepared by: Zachary Vanderhyden, Planning Intern
 Date: Monday, June 26, 2023

Approvals



Key Plan Scale = 1:25,000

Legend

- SMF - Standard survey marker found
 - SMS - Standard survey marker set
 - RIBF - Round iron bar found
 - IBF - Square iron bar found
 - IPF - Iron pipe found
 - CALC - Calculated point
 - ▲ NBCM - N.B. Co-ordinate Monument
 - ⑩ - Tabulated co-ordinate reference
- Lands dealt with by this plan are bounded thus

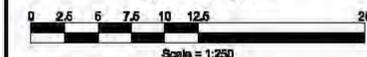
Notes

1. All computations performed and coordinates shown are based on the New Brunswick stereographic double projection and the NAD83(CRS) ellipsoid as realized by Service New Brunswick's Active Control System.
2. All distances shown are in metres and are grid distances calculated using a combined scale factor utilizing geoid model CGG2013a.
3. All directions are New Brunswick grid azimuths established using GNSS.
4. Document and plan numbers referred to are those of the land files or county registry offices.
5. Certification is not made as to legal title, being the domain of a lawyer, nor to the zoning & setback bylaws or regulations, being the domain of a Development Officer.
6. Certification is not made as to covenants set out in the document(s) and the location of any underground services and/or fixtures permanent or otherwise.
7. Peripheral information and adjacent owner information was derived from Service New Brunswick records unless otherwise noted.
8. Field survey was completed in Month, 2022.
9. Survey markers not set at road deflections to avoid landowner confusion.

Purpose of Plan

- To create 1 new residential lot.
- To create a Public Utility Easement.

Tentative Subdivision Plan
Bettle Subdivision
Lot 23-1
 Maple Crescent
 Town of Rothesay
 Kings County, NB



NB Grid Coordinate Values

Point	Easting	Northing	Remarks

Title Data

PID 30242069
 Owner: Frederick C. Bettle
 Owner: Louise M. Bettle
 Document 331857, Volume 1374, Page 552
 Registered: 1997-12-15

Signature of Owners

Frederick C. Bettle

Louise M. Bettle

Public Utility Easements

Pursuant to Section 5 of "Designated Easements" Regulation 2021-83 and Section 88(7)(b) of the Community Planning Act the Public Utility Easements on the plan vest in the New Brunswick Power Corporation, Bell Canada, and Rogers Communications Inc. with the filing of this plan.



Dated:
09 May 2023

TENTATIVE

Joseph A. Roberts, NBSL #403

Dwg: 23106SDT

Approvals

Cameron Road

Gondola Point Road

PID 243469
Lot 3-A, Plan 4742
Civic No. 206

PID 64410
Lot 3-B, Plan 4742
Civic No. 11

N.B. Grid North

PID 441170
Lot "A", Plan 3776
Civic No. 10

Maple Crescent

PID 64329
Lot "D", Plan 3781
Civic No. 8

Remainder of
PID 30242069
Remnant Area = 1236 m²±
Civic No. 202

Existing Dwelling

Existing Garage

Lot 23-1
Area
1160 m²±

PID 243899
Plan 4191
Civic No. 198

Gondola Point Road

20.117

22.8±

3.0

7.6±

4.0±

41.2±

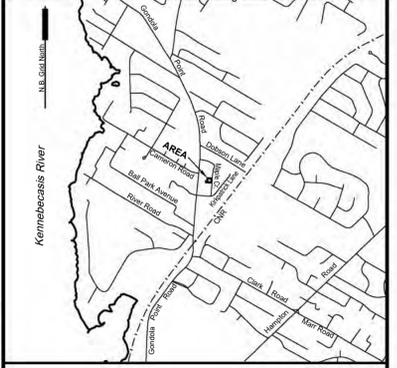
37.1±

30.5±

3.000

3.000

9.144



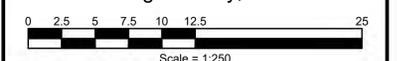
Key Plan Scale = 1:25,000

- Legend**
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Tentative Subdivision Plan
Bettle Subdivision
Lot 23-1
Maple Crescent
Town of Rothesay
Kings County, NB



NB Grid Coordinate Values

Point	Easting	Northing	Remarks

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Owner: Louise M. Bettle
Document 331857, Volume 1374, Page 552
Registered: 1997-12-15
Signature of Owners

Frederick C. Bettle

Louise M. Bettle

Public Utility Easements

Pursuant to Section 5 of "Designated Easements" Regulation 2021-83 and Section 88(7)(b) of the Community Planning Act the Public Utility Easements on the plan vest in the New Brunswick Power Corporation, Bell Canada, and Rogers Communications Inc. with the filing of this plan.



Dated: 09 May 2023
TENTATIVE
Joseph A. Roberts, N.B.L.S. #403

Dwg: 23106SDT



2023July10OpenSessionFINAL_116

BUILDING PERMIT REPORT

6/1/2023 to 6/30/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/09/2023	BP2022-00116	29 RYAN DR	DETACHED GARAGE	\$20,000.00	\$145.00
06/06/2023	BP2023-00037	35 IONA AVE	STORAGE SHED	\$4,000.00	\$29.00
06/26/2023	BP2023-00045	66 GREEN RD	ADDITION	\$90,000.00	\$652.50
06/22/2023	BP2023-00055	64 IONA AVE	SIDING AND WINDOWS	\$19,700.00	\$145.00
06/01/2023	BP2023-00057	38 COLLEGE HILL RD	RENOVATION	\$681,921.77	\$4,944.50
06/13/2023	BP2023-00068	23 ANNA AVE	SINGLE FAMILY	\$385,000.00	\$2,791.25
06/06/2023	BP2023-00070	2524 ROTHESAY RD	DECK	\$12,000.00	\$87.00
06/12/2023	BP2023-00072	19 STEEVES CRES	DECK	\$4,000.00	\$29.00
06/23/2023	BP2023-00074	4 DOBSON LANE	DECK	\$6,000.00	\$43.50
06/02/2023	BP2023-00075	22 CARRIAGE WAY	FENCE	\$25,000.00	\$181.25
06/02/2023	BP2023-00077	80 GARDEN ST	ABOVE GROUND POOL	\$10,000.00	\$72.50
06/12/2023	BP2023-00078	2 ROTHESAY PARK RD	DETACHED GARAGE	\$20,000.00	\$145.00
06/09/2023	BP2023-00080	42 THIRD ST	FENCE	\$6,500.00	\$50.75



2023 July 10 Open Session FINAL 117

BUILDING PERMIT REPORT

6/1/2023 to 6/30/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/08/2023	BP2023-00081	200 MCGILL RD	ADDITION	\$147,000.00	\$1,065.75
06/09/2023	BP2023-00082	3 CHARLES CRES	DECK	\$3,882.80	\$29.00
06/30/2023	BP2023-00083	2738 ROTHESAY RD	DETACHED GARAGE	\$50,000.00	\$362.50
06/19/2023	BP2023-00084	6 STEEVES CRES	ACCESSORY BUILDING	\$800.00	\$20.00
06/16/2023	BP2023-00085	17 HIGHLAND AVE	DECK	\$4,000.00	\$29.00
06/09/2023	BP2023-00086	10 HIGH CLIFF CRT	FENCE	\$4,000.00	\$29.00
06/20/2023	BP2023-00087	59 PARK DR	STORAGE SHED	\$6,000.00	\$43.50
06/20/2023	BP2023-00089	194 GONDOLA POINT RD	WINDOWS	\$4,600.00	\$36.25
06/28/2023	BP2023-00090	8 HILLCREST DR	DETACHED GARAGE	\$30,000.00	\$217.50
06/23/2023	BP2023-00093	85 GREEN RD	DOOR	\$3,000.00	\$21.75
06/29/2023	BP2023-00095	32 IONA AVE	RENOVATION	\$26,152.00	\$195.75
06/30/2023	BP2023-00097	46 DONLYN DR	FENCE	\$2,000.00	\$20.00
06/29/2023	BP2023-00099	14 RIVER RD	DECK	\$12,000.00	\$87.00



2023 July 10 Open Session FINAL 118

BUILDING PERMIT REPORT

6/1/2023 to 6/30/2023

Date	Building Permit No	Property Location	Nature of Construction	Value of Construction	Building Permit Fee
06/27/2023	BP2023-00100	29 MAIDEN LN	FENCE	\$25,000.00	\$181.25
06/30/2023	BP2023-00102	4 LUKE ST	FENCE	\$14,843.00	\$108.75
Totals:				\$1,617,399.57	\$11,763.25
Summary for 2023 to Date:				\$10,291,855.57	\$77,234.00

2022 Summary

	<u>Value of Construction</u>	<u>Building Permit Fee</u>
Monthly total:	\$2,228,782.96	\$16,718.50
Summary to Date:	\$4,492,914.96	\$33,243.50

**ROTHESAY****INTEROFFICE MEMORANDUM**

TO : Mayor Grant & Council
 FROM : John Jarvie
 DATE : 5 July 2023
 RE : Capital Project – Status Report

The following is a list of 2023 capital projects, holdover 2019, 2021 and 2022 capital projects and the status of each along with a continuing project from 2016.

	PROJECT	BUDGET	\$ TO 31/05/23*	COMMENTS
2016	General Specification for Contracts	40,000	40%	Draft document under review by staff
2019	Trail & sidewalk connector Wells	\$1.62M	-	Subject to grants; estimate revised to current – land acquisition discussions with Province underway
	Secondary Plan Road design	50,000	-	Wiljac – design underway
2021	Fire Department Stn 2 Reno	1,250,000	60%	Approved by Municipal Capital Borrowing Board, budget adjustment made and increase approved by both Towns
	Intersection improvements Grove Avenue at Hampton Road	475,000	37%	Conduit and pole bases complete, awaiting delivery of poles and signals, expected in July
2022	Turnbull Ct sewer replacement Ph II	\$1.0M	60%	Tender awarded; WAWA permit application submitted
	Water quantity	100,000		pending
	Water model update	100,000		deferred
	Wells New Building	\$3.1M	40%	Construction Underway
	Hillview water line replacement	50,000		Preliminary design complete, deferred
	2023 Street Resurfacing inc C&S	\$1.225M	5%	Asphalt Tender rejected; sidewalk component on Council Agenda
	Fleet	750,000		Vacuum Truck has been ordered
	Pickle Ball Courts Phase II	150,000		Tender awarded
	Recreation Master Plan	60,000		
	Works Buildings	85,000	85%	HVAC system installed, external unit installed, removal of hot water piping underway
2023	Parks Equipment	215,000	20%	
	Arena Condenser	100,000		
	McGuire Centre Repairs	30,000		
	Town Hall – HVAC controls	40,000		
	IT (software upgrades)	17,000		
	Water Treatment Train expansion	630,000	10%	Purchased and on order - April 2024 delivery expected
	Lagoon Dredging	\$1.32M		Considered part of the WWTF complex construction in revised funding application
	Shadow Hill Court water	400,000		Preliminary design and cost estimates complete
WWTP Phase II design		40%	Pending Funding approval for Revised Concept	

* Funds paid to this date.



ROTHERESAY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 28 June 2023
RE : Zoning By-law amendment – Holland Hills
(PID 00056598) - 48 Unit apartment building

RECOMMENDATION:

- Council give Reading in its Entirety to By-law 2-10-34
- Council give 3rd Reading, by Title, and Enactment to By-law 2-10-34
- Council authorize the Mayor and Clerk to enter into an agreement, as amended, to allow for the development of a 48-unit apartment building on land located off Holland Drive (PID 00056598).

BACKGROUND:

The application was reviewed by the Planning Advisory Committee (PAC) at its regular meeting on Monday, May 1, 2023 and the Public Hearing was held on Monday, May 15, 2023.

Council gave 1st and 2nd Reading to By-law 2-10-34 at the June 12, 2023 Council meeting.

Attached is the amended Draft Development agreement and memorandum from DPDS White.

Original signed by
Mary Jane Banks, BComm
Town Clerk

Attachments: Draft By-law 2-10-34
Memorandum from DPDS White
Amended Draft Development Agreement



**BY-LAW 2-10-34
A BY-LAW TO AMEND THE ZONING BY-LAW
(No.2-10 Rothesay)**

The Council of the town of Rothesay, under authority vested in it by the Community Planning Act, and amendments thereto, hereby amends By-Law 2-10 “Rothesay Zoning By-law” and enacts as follows:

That Schedule A, entitled “Zoning” as attached to By-Law 2-10 “ROTHESAY ZONING BY-LAW” is hereby amended, as identified on the attached sketch, identified as Attachment “2-10-34”.

The purpose of the amendment is to rezone land located Holland Drive (PID 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement in accordance with the Community Planning Act, supra.

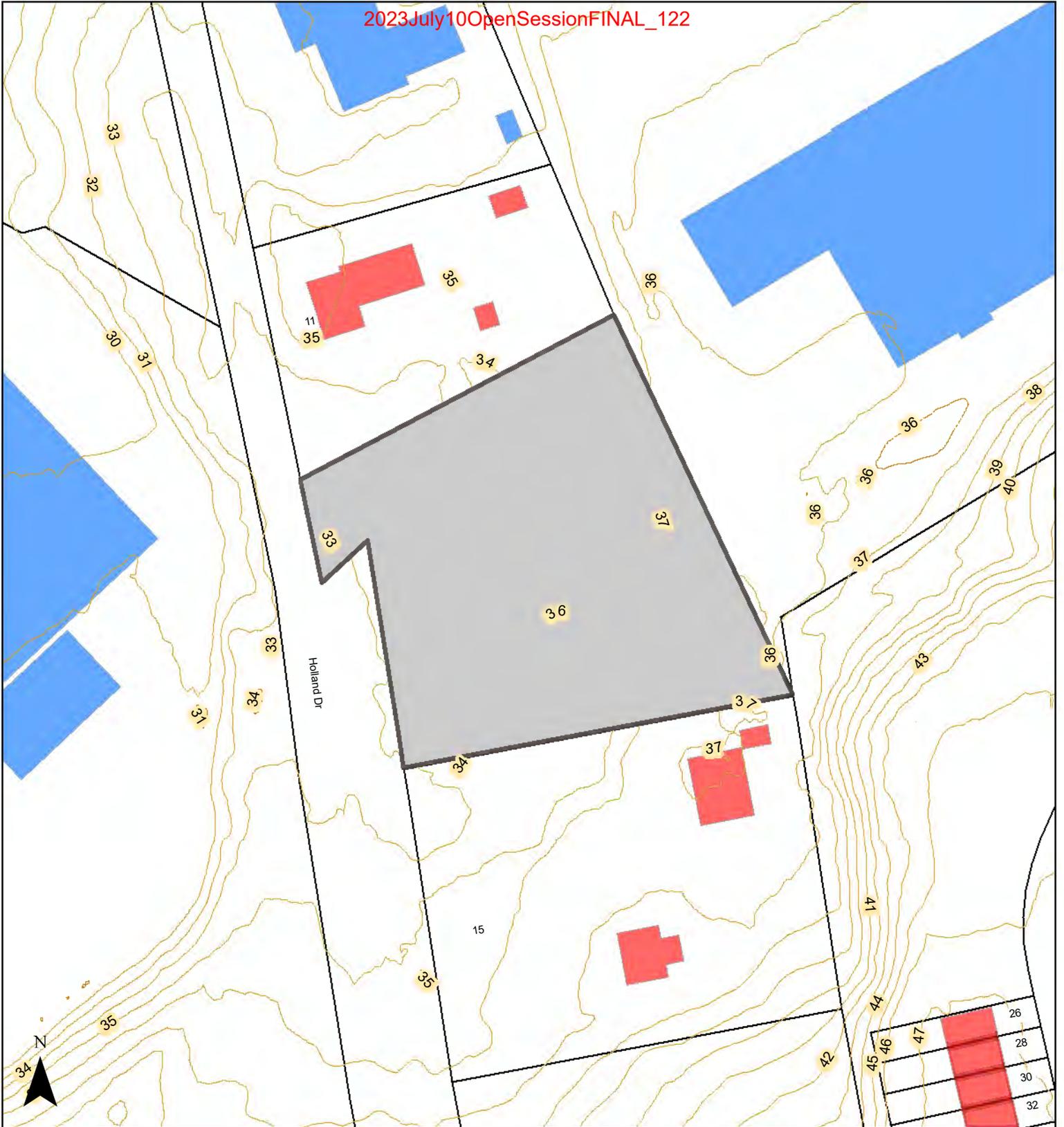
FIRST READING BY TITLE : 12 June 2023
SECOND READING BY TITLE : 12 June 2023
READ IN ENTIRETY :
THIRD READING BY TITLE :
AND ENACTED :

MAYOR

CLERK

Bylaw 2-10-34 Holland Drive (PID 00056598)

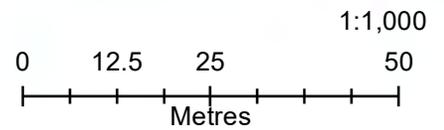
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2023-04-05, 9:47:55 AM

Buildings

-  Commercial
-  Residential
-  Property Boundary



The Town of Rothesay does not warrant the accuracy or completeness of the information, text, graphics, links or other items contained within the material



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 10, 2023

TO: John Jarvie, Town Manager

SUBMITTED BY: 
Brian White, Director of Planning & Development Services

DATE: Tuesday, July 4, 2023

SUBJECT: Holland Hills Rezoning Application – Agreement Amendment

RECOMMENDATION

Rothesay Council HEREBY authorizes the Mayor and Clerk to enter into an agreement, as amended, to allow for the development of a 48-unit apartment building on land located off Holland Drive (PID 00056598).

BACKGROUND

On Monday, June 12, 2023, Rothesay Council did give First and Second Reading to By-law 2-10-34 to rezone land located off Holland Drive (PID 00056598) from Single Family Residential – Standard Zone [R1B] to Multi-Unit Residential (R4) to allow for the development of a 48-unit apartment building subject to the execution of a Development Agreement.

Staff note that a clause within the applicants' previous 2021 development agreement for two 48-unit apartment buildings was carried forward in the current 2023 draft agreement. That 2021 agreement secured 20% cost share to each of the proposed apartment buildings for a total of 40% share of the cost of a capital project to improve the intersection of Marr and Chapel.

The current 2023 development agreement presented to Council during the public hearing carried forward that 40% cost sharing calculation even though only one building is proposed. Staff have reviewed the current agreement and believe that a 20% cost share is appropriate to attribute to the proposed single 48-unit apartment building.

Staff are recommending that Council amend the draft development agreement to a 20% cost share as follows:

*The Developer agrees to pay to Rothesay upon receipt of an invoice an amount not exceeding **twenty percent (20%)** of the actual cost incurred and expended by Rothesay for traffic signalization including, curbing, sidewalks, road widening, traffic lights, poles, controllers, accessories, electrical equipment, and appurtenances necessary for their installation and initial operation, installed at the intersection of Marr Road and Chapel Drive.*

ATTACHMENTS

Attachment A – Amended Holland Hills Development Agreement

Rothesay

DEVELOPMENT AGREEMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

Parcel Identifier
of Parcels Burdened
by Agreement: 00056598

Owner of Land Parcels: **A.C. Baskin Investments Inc.**
18 Kildare Court
Rothesay, New Brunswick
E2H 1C4 (Hereinafter called the "Developer")

Agreement with: **Rothesay**
70 Hampton Road
Rothesay, New Brunswick
E2E 5L5 (Hereinafter called the "Town")

a body corporate under and by virtue of the Local
Governance Act, RSNB 2021, Chapter 18, located
in the County of Kings and Province of New
Brunswick

WHEREAS the Developer is the registered owner of certain land located off Holland Drive (PID 00056598) and which said lands are more particularly described in Schedule A hereto (hereinafter called the "Lands");

AND WHEREAS the Developer is now desirous of entering into an development agreement to allow for the development of one forty-eight (48) unit apartment building with underground parking on the Lands as described in Schedules B through D. (herein after called the "Project")

AND WHEREAS Rothesay Council did, on **INSERT DATE**, authorize the Mayor and Clerk to enter into a Development Agreement with A.C. Baskin Investments Inc to develop a residential apartment complex on the Lands.

NOW THEREFORE THIS AGREEMENT WITNESSETH that for and in the consideration of the mutual covenants and agreements herein expressed and contained, the parties hereto covenant and agree as follows.

1. The Developer agrees that the total number of residential units situated on the Lands shall not exceed forty eight (48) residential apartment units

Schedules

2. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with the following Schedules attached to this Agreement
 - a. Schedule A Legal Description of Parcels
 - b. Schedule B Proposed Site Plan and Location of Buildings
 - c. Schedule C Building Elevations (4)
 - d. Schedule D Landscape Plan
 - e. Schedule E Storm Water Management Plan

Site Development

3. The Developer agrees that except as otherwise provided for herein the use of the Lands shall comply with the requirements of the Rothesay Zoning By-law and Subdivision By-law, as may be amended from time to time
4. The Developer agrees to develop the Lands in a manner, which, in the opinion of the Development Officer, is generally in conformance with Schedules B, C, D and E

Tenant Selection

5. The Town and the Developer agree that prior to Final Occupancy the parties SHALL enter into a Memorandum of Understanding regarding the selection of tenants for the affordable housing and Universal Design Barrier-Free Apartments units that reflects a mutual commitment to housing low-income people and persons with disabilities

Affordable Housing

6. The Developer agrees to maintain for a period of twenty (20) years, adjusted by the Consumer Price Index based upon initial occupancy at the first day of building occupancy, no fewer than ten (10) 'affordable' 2 bedroom apartment units with similar finishes for flooring, trim, bathrooms, paint and kitchen cabinets as the market rental units, with a Base Monthly Rental Rate at or below 30% of the Median Total Income of Lone-Parent economic families in the published 2015 Statistic Canada data, being \$53,376, in Rothesay.
7. The Developer further agrees that once the base rents for the affordable units are established in the first year of occupancy, they shall only be raised by a maximum of the Consumer Price Index (CPI), annual average not seasonally adjusted for Saint John, N.B.
8. The Developer agrees to provide to Rothesay an annual audit or legal affidavit signed by a licensed member in good standing of the Chartered Professional Accountants of New Brunswick that provides reasonable assurance that the rents of the affordable units comply with this agreement.
9. The Developer agrees to bear all costs associated with the annual audit or legal affidavit referenced in the preceding paragraph (8) above and to fully cooperate with Rothesay relating to such audit monitoring and evaluation.
10. The Developer agrees that during the full Term of this Agreement, that any failure by the Developer to maintain the affordability provisions as set out in the preceding paragraphs above (6 to 8) or any other violation of any material term of the affordability principles shall constitute a default under this Agreement.
11. The Developer agrees that upon any such default, Rothesay may demand and the Developer agrees to pay to Rothesay an amount equal to twice the difference of the actual rent received and the maximum amount of rent permitted under clause 7. The Developer agrees to pay interest on any balance in arrears at the rate of 1.25% percent per month compounded monthly.
12. Rothesay and the Developer agree to defer monitoring of the affordable housing aspects of this Agreement should the development become subject to or be monitored under a Federal or Provincial recognized affordable housing program that provides governance, regulation and monitoring. Where no such program is in effect, this agreement shall prevail.
13. Rothesay and the Developer agree that nothing contained in this agreement shall make or be construed to make any tenant or resident of the Project the responsibility of Rothesay.

Architectural Guidelines

14. The Developer agrees that an objective of this development is to provide a high quality and visually attractive development, which exhibits an architectural design that reinforces the community character and that is generally consistent with the existing styles of housing in Rothesay. The Developer agrees to ensure the following:
 - a. The architectural design of the building shall be, in the opinion of the Development Officer, generally in conformance with Schedule C.

- b. All exterior mounted ventilation and related mechanical equipment, including roof mechanical units, shall be concealed by screening in a manner to reduce clutter and negative impacts on the architectural character of the building.

Storm Water

- 15. The Developer shall carry out, subject to inspection and approval by Town representatives, the installation of a storm water system as per Schedule E of this agreement. The Developer agrees to accept responsibility for all costs associated such installation including the following:
 - a. Construction, to Town standards, of a storm water system including pipes, fittings, precast sections for manholes and catch basins capable of removing surface water from the entire developed portion of the lands to a predetermined location selected by the Developer's Engineer and approved by the Town Engineer; and
 - b. Topsoil and hydro-seeding of shoulders of roadways.
- 16. The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water system such plans, as required by the Town, that shall conform with the design schematics and construction standards of the Town, unless otherwise acceptable to the Town Engineer.
- 17. The Developer agrees that all roof leaders, down spouts, and other storm water drains from the building, parking lot and landscape features shall not be directed or otherwise connected or discharged directly to the Town's storm water or sanitary collection system.
- 18. The Developer agrees to provide to the Town Engineer written certification of a Professional Engineer, licensed to practice in New Brunswick that the storm water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Municipal Streets

- 19. The Developer shall carry out, subject to inspection and approval by Rothesay representatives, and pay for the entire actual cost of the following:
 - a. surveying and staking of lots and streets;
 - b. rough grading of streets to profiles approved by Rothesay;
 - c. fine grading of streets to profiles approved by Rothesay;
 - d. hard surfacing of the streets as shown on the plan to Rothesay specifications; sub-grade standards, compaction and finish as approved by Rothesay's Engineer, in writing, before final hard surfacing may be installed;
 - e. constructing the proposed connection of Chapel Road to Holland Drive;
 - f. construction of a cul-de-sac as reviewed by the Developer's Engineer and approved by Rothesay's Engineer;
 - g. supply and maintenance of for a period of two (2) years the topsoil, sod, landscaping and the planting of street trees calculated as no more than one tree for each 10 meters measured along the linear centre line of the public street right of way, planted on location(s) approved by Rothesay and where such street trees are as follows
 - i. Not smaller than six centimeters (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by Rothesay.
 - ii. Inspected by Rothesay 12 months from time of planting and again then at 24 months. The Developer shall replace

trees identified for replacement during warranty inspections.

- h. Engineering design and inspection of those works referred to in clauses b), c) d), e) and f) of this section

20. The Developer agrees to provide signed documentation and progress reports from a practicing Professional Engineer, licensed in New Brunswick ensuring that applicable codes and standards have been met and that the work was completed and utilizing such materials as in accordance with the terms of this Agreement and approved specifications
21. The Developer agrees to provide as-built drawings that delineate all public infrastructure to be submitted to Rothesay in compliance with the minimum standards and requirements specified in Rothesay's Digital Data Submission Standards for Infrastructure and Construction Drawings.
22. Rothesay reserves the right to assign or rename public street names, notwithstanding that names may not correspond with existing names.
23. The Developer agrees that all items, materials, pipes, fittings, and other such infrastructure following acceptance of delivery on site by the Developer shall remain the full responsibility of the Developer against their accidental breakage or vandalism until Rothesay accepts the completed works.
24. The Developer agrees to restore all disturbed or damaged areas of the public street and right of way to the satisfaction of Rothesay's Engineer following installation of the required municipal services.

Municipal Sidewalks

25. The Developer shall carry out and pay for the entire actual cost of a public sidewalk and associated barrier curbing as required to comply with Town standards within the Town right-of-way along the entire frontage of the Lands and extending the sidewalk to the intersection of Parkdale Avenue and Chapel Drive, subject to inspection and approval by the Director of Operations, including the following:
- supply and maintenance of for a period of one (1) year the topsoil, sod, landscaping and the planting of street trees located every 10 meters, or an equivalent number planted in locations approved by the Town, along the length of the public road right-of-way where such trees are as follows:
 - Not smaller than six centimetres (6 cm) in diameter measured at a point being 2 meters above the root ball such trees species as approved by the Development Officer.

Intersection Improvements – Cost Contribution

26. The Developer agrees to pay to Rothesay upon receipt of an invoice an amount not exceeding ~~forty percent (40%)~~ **twenty percent (20%)** of the actual cost incurred and expended by Rothesay for traffic signalization including, curbing, sidewalks, road widening, traffic lights, poles, controllers, accessories, electrical equipment, and appurtenances necessary for their installation and initial operation, installed at the intersection of Marr Road and Chapel Drive.
27. Rothesay and the Developer agree that the capital cost contribution obligation shall expire in ten (10) years from the date of the execution of this agreement should Rothesay not proceed with the traffic signalization at the intersection of Marr Road and Chapel Drive.
28. The Town and Developer agree that the design and construction of the intersection and related improvements shall be solely determined by the Town.

Water Supply

29. The Developer agrees to connect to the Town's nearest and existing water system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
30. The Town agrees to supply potable water for the purposes and for those purposes only for a maximum of forty eight (48) residential dwellings and for minor and accessory purposes incidental thereto and for no other purposes whatsoever.
31. The Developer agrees to pay the Town a fee for connection of the building to the Town water system including sprinkler feed to the Town water system calculated in the manner set out in By-law 1-18, Rothesay Water By-law as amended from time to time, to be paid to the Town twelve (12) months following the issuance of the building permit
32. The Developer agrees that the Town does not guarantee and nothing in this Agreement shall be deemed a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water.
33. The Developer agrees that all connections to the Town water mains shall be approved and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and that the operation of water system valves is the sole responsibility of the Town.
34. The Developer agrees to comply with the Town's Water By-law and furthermore that a separate water meter shall be installed, at their expense, for each residential connection made to the Town's water system.
35. The Developer agrees that the Town may terminate the Developer's connection to the Town water system in the event that the Town determines that the Developer is drawing water for an unauthorized purpose or for any other use that the Town deems in its absolute discretion or if an invoice for water service is more than 90 days in arrears.
36. The Developer agrees to provide, prior to the occupation of the building, written certification of a Professional Engineer, licensed to practice in New Brunswick that the connection to the Town water system has been satisfactorily completed and constructed in accordance with the Town specifications.

Sanitary Sewer

37. The Developer agrees to connect to the existing sanitary sewer system at a point to be determined by the Town Engineer and utilizing methods of connection approved by the Town Engineer.
38. The Developer agrees to pay the Town a fee for connection to the Town sewer system calculated in the manner set out in By-law 1-15 Rothesay Sewage By-law, as amended from time to time to be paid to the Town twelve (12) months following the issuance of the building permit.
39. The Developer agrees to carry out subject to inspection and approval by Town representatives and pay for the entire actual costs of Engineering design, supply, installation, inspection and construction of all service lateral(s) necessary to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units.
40. The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Town specifications for such development.

- 41 The Developer agrees that connection to the Town sanitary sewer system shall be supervised by the Developer's engineer and inspected by the Town Engineer or such other person as is designated by the Town prior to backfilling and shall occur at the sole expense of the Developer

Retaining Walls

42. The Developer agrees that dry-stacked segmental concrete (masonry block) gravity walls shall be the preferred method of retaining wall construction for the purpose of erosion control or slope stability on the Lands and furthermore that the use of metal wire basket cages filled with rock (gabions) is not an acceptable method of retaining wall construction.
- 43 The Developer agrees to obtain from the Town a Building Permit for any retaining wall, as required on the Lands, in excess of 1.2 meters in height and that such retaining walls will be designed by a Professional Engineer, licensed to practice in New Brunswick.

Indemnification

44. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000^{us}) including a project wrap-up liability policy (with no less than 24 months coverage after project completion). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, canceled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out as described in this Agreement.

Notice

45. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally or by prepaid mail addressed to A.C. Baskin Investments Inc., 18 Kildare Court, Rothesay, New Brunswick, E2H 1C4 and to the Town if delivered personally or by prepaid mail addressed to ROTHESAY, 70 HAMPTON ROAD, ROTHESAY, NEW BRUNSWICK, E2E 5L5. In the event of notice by prepaid mail, the notice will be deemed to have been received four (4) days following its posting.

By-laws

46. The Developer agrees to be bound by and to act in accordance with the By-laws of the Town as amended from time to time and such other laws and regulations that apply or that may apply in the future to the site and to activities carried out thereon.

Termination

47. The Town reserves the right and the Developer agrees that the Town has the right to terminate this Agreement without compensation to the Developer if the specific proposal has not been completed on or before INSERT DATE being a date 5 years (60 months) from the date of Council's decision to enter into this Agreement. Accordingly, the Agreement shall have no further force or effect and henceforth the development of the Lands shall conform to the provisions of the Rothesay Zoning By-law.
48. Notwithstanding the preceding paragraph (47) above, the Parties agree that the development shall be deemed to have commenced if within a period of not less than three (3) months prior to INSERT DATE the construction of the municipal service infrastructure has begun and that

such construction is deemed by the Development Officer in consultation with the Town Engineer as being continued through to completion as continuously and expeditiously as deemed reasonable

49. The Developer agrees that should the Town terminate this Agreement the Town may call the Letter of Credit described herein and apply the proceeds to the cost of completing the work or portions thereof as outlined in this Agreement. If there are amounts remaining after the completion of the work in accordance with this Agreement, the remainder of the proceeds shall be returned to the Institution issuing the Letter of Credit. If the proceeds of the Letter of Credit are insufficient to compensate the Town for the costs of completing the work mentioned in this Agreement, the Developer shall promptly on receipt of an invoice pay to the Town the full amount owing as required to complete the work.

Security & Occupancy

50. The Town and Developer agree that Final Occupancy of the proposed building(s), as required in the Building By-law, shall not occur until all conditions above have been met to the satisfaction of the Development Officer and an Occupancy Permit has been issued.
51. Notwithstanding Schedule D and E of this Agreement, the Town agrees that the Occupancy Permit may be issued provided the Developer supplies a security deposit in the amount of one hundred twenty percent (120%) of the estimated cost to complete the required storm water management and landscaping. The security deposit shall comply with the following conditions:
- a. security in the form of an automatically renewing, irrevocable letter of credit issued by a chartered bank dispensed to and in favour of Rothesay;
 - b. Rothesay may use the security to complete the work as set out in Schedule D and E of this Agreement including landscaping or storm water works not completed within a period not exceeding six (6) months from the date of issuance of the Occupancy Permit;
 - c. all costs exceeding the security necessary to complete the work as set out in Schedule D and E this Agreement shall be reimbursed to Rothesay; and
 - d. any unused portion of the security shall be returned to the Developer upon certification that the work has been completed and acceptable to the Development Officer.

Failure to Comply

52. The Developer agrees that after sixty (60) days written notice by the Town regarding the failure of the Developer to observe or perform any covenant or condition of this Agreement, then in each such case
- (a) The Town shall be entitled to apply to any court of competent jurisdiction for injunctive relief including an order prohibiting the Developer from continuing such default and the Developer hereby submits to the jurisdiction of such Court and waives any defense based upon the allegation that damages would be an adequate remedy;
 - (b) The Town may enter onto the Lands and perform any of the covenants contained in this Agreement or take such remedial action as is considered necessary to correct a breach of the Agreement, whereupon all reasonable expenses whether arising out of the entry onto the Lands or from the performance of the covenants or remedial action, shall be a first lien on the Lands and be shown on any tax certificate issued under the Assessment Act;
 - (c) The Town may, by resolution of Council, discharge this Agreement whereupon this Agreement shall have no further force or effect and

henceforth the development of the Lands shall conform with the provisions of the Land Use By-law; and/or

- (d) In addition to the above remedies, the Town reserves the right to pursue any other remediation under the *Community Planning Act* or Common Law in order to ensure compliance with this Agreement

Entire Agreement

53. This Agreement contains the whole agreement between the parties hereto and supersedes any prior agreement as regards the lands outlined in the plan hereto annexed.

Severability

54. If any paragraph or part of this agreement is found to be beyond the powers of the Town Council to execute, such paragraph or part or item shall be deemed to be severable and all other paragraphs or parts of this agreement shall be deemed to be separate and independent therefrom and to be agreed as such

Reasonableness

55. Both parties agree to act reasonably in connection with any matter, action, decision, comment or approval required or contemplated under this Agreement

This Agreement shall be binding upon and endure to the benefit of the Parties hereto and their respective heirs, administrators, successors and assigns.

IN WITNESS WHEREOF, each of the parties set out below has caused this Agreement, made in duplicate, to be duly executed by its respective, duly authorized officer(s) as of _____, 2023.

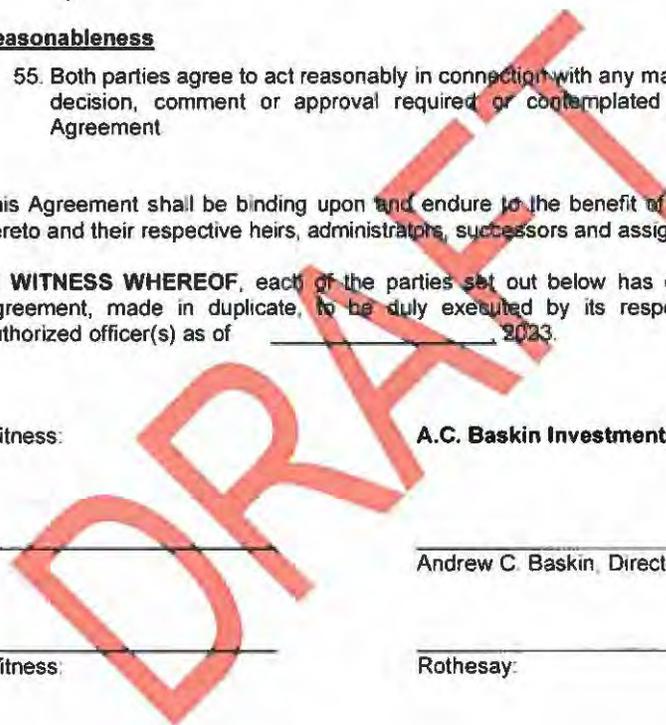
Witness: **A.C. Baskin Investments Inc.**

Andrew C. Baskin, Director

Witness: _____
Rothesay:

Witness: _____
Nancy E. Grant, Mayor

Witness: _____
Mary Jane E. Banks Clerk



SCHEDULE A

PID: | 00056598



WEST ELEVATION

1/16" = 1'-0"

MATERIALS:

EXACT MATERIAL COLORS AS PER OWNER

- M1 - FIBER CEMENT PANELS (White)
- M2 - FIBER CEMENT PANELS (Black)
- M3 - FIBER CEMENT PLANKS (White)
- M4 - MASONRY STONE
- M5 - WOOD FINISH FEATURE



WEST ELEVATION



NORTH ELEVATION

1/16" = 1'-0"

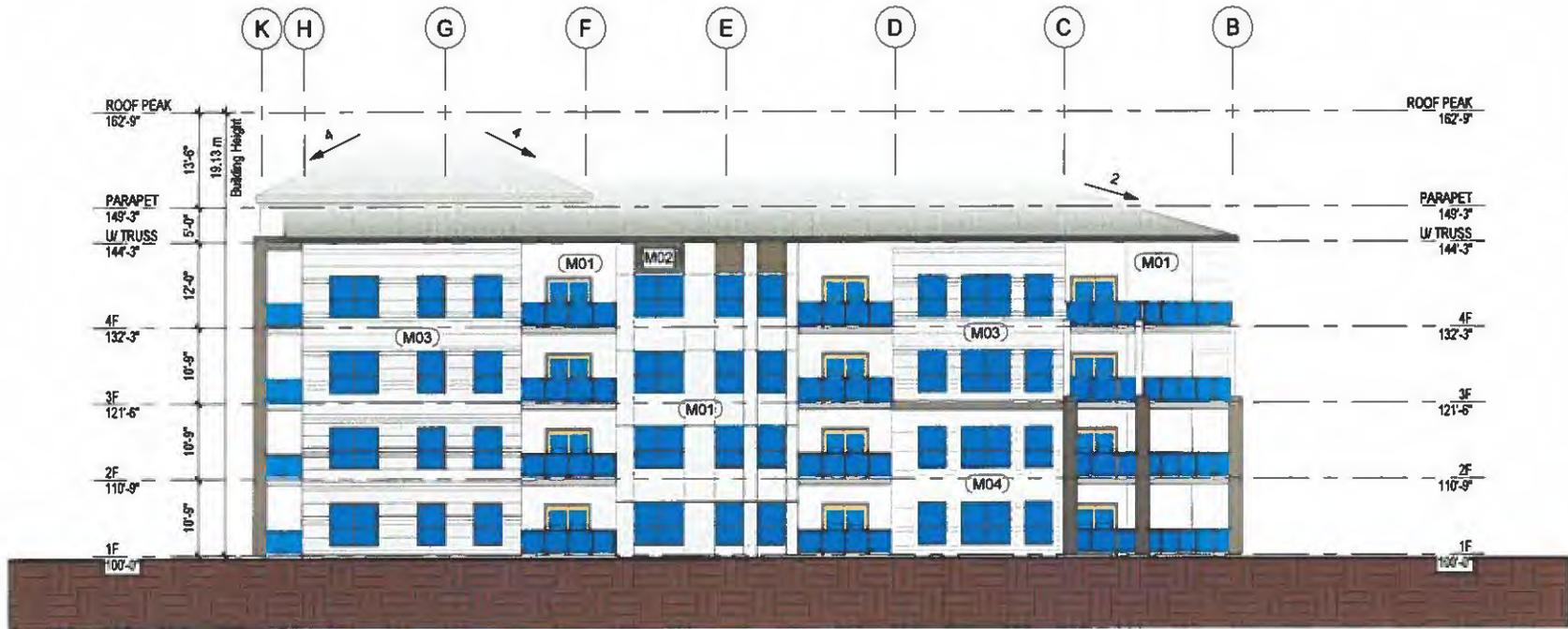


MATERIALS:

EXACT MATERIAL COLORS AS PER OWNER

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- M2 - FIBER CEMENT PANELS (Black)
- M3 - FIBER CEMENT PLANKS (White)
- M4 - MASONRY STONE
- M5 - WOOD FINISH FEATURE

NORTH ELEVATION



EAST ELEVATION

1/16" = 1'-0"

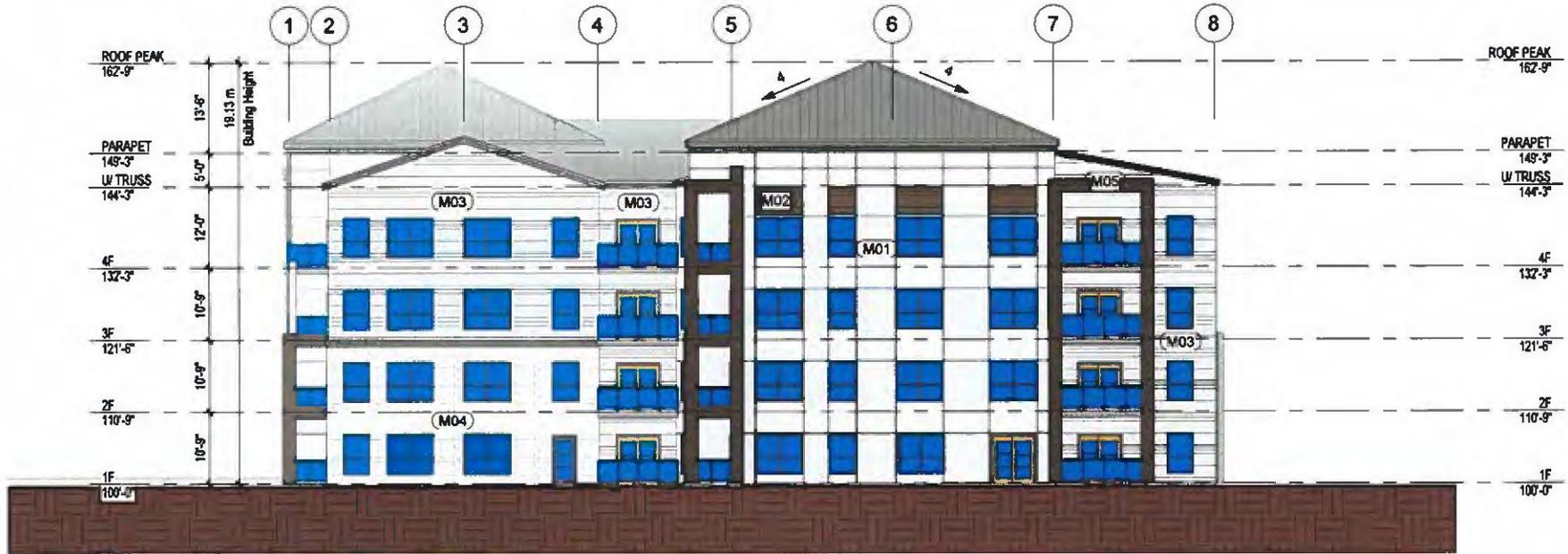
MATERIALS:

EXACT MATERIAL COLORS AS PER OWNER

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- M3 - FIBER CEMENT PLANKS (White)
- M4 - MASONRY STONE
- M5 - WOOD FINISH FEATURE



EAST ELEVATION



SOUTH ELEVATION

1/16" = 1'-0"

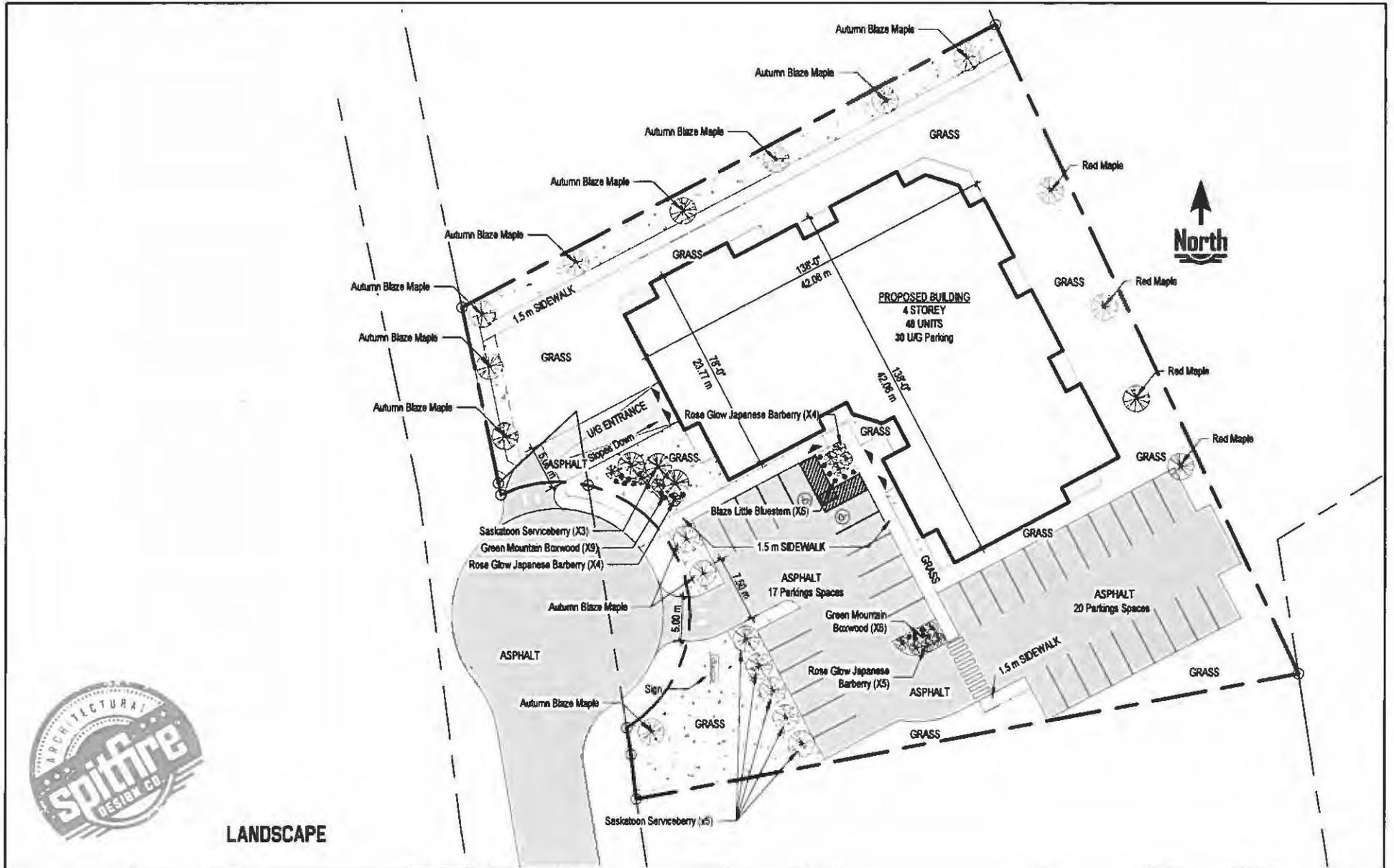
MATERIALS:

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- M4 - MASONRY STONE
- M5 - WOOD FINISH FEATURE

SOUTH ELEVATION





LANDSCAPE

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent Andrew C. Baskin
 18 Kildare Court
 Rothesay, New Brunswick
 E2H 1C4

Office Held by Deponent Director

Corporation A.C. Baskin Investments Inc.

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution _____, 2023

I, **ANDREW C. BASKIN**, the deponent, make oath and say

- 1 That I hold the office specified above in the corporation specified above and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
- 2 That the attached instrument was executed by me as the officer(s) duly authorized to execute the instrument on behalf of the corporation
- 3 the signature "**Andrew Baskin**" subscribed to the within instrument is the signature of me and is in the proper handwriting of me this deponent.
- 4 the Seal affixed to the foregoing indenture is the official seal of the said Corporation was so affixed by order of the Board of Directors of the Corporation to and for the uses and purposes therein expressed and contained;
- 5 That the instrument was executed at the place and on the date specified above;

DECLARED TO at Rothesay,
 in the County of Kings,)
 and Province of New Brunswick,)
 This ___ day of _____, 2023)

BEFORE ME:)

Commissioner of Oaths)

Andrew C. Baskin



ROTHERSEY MEMORANDUM



TO : Mayor and Council
FROM : Town Clerk Mary Jane Banks
DATE : 6 July 2023
RE : Flyer Distribution By-law

RECOMMENDATION:

- Council give 2nd Reading by Title to By-law 2-2023

BACKGROUND:

The Climate Change Action Committee had discussed, at length, concerns regarding the distribution of advertising flyers. The Committee tested the procedure for terminating flyer delivery and found it to work. However, the City of Saint John adopted (May 15) LG-20, *A By-law Respecting Flyer Distribution* and the Committee recommended Council do the same.

Council gave 1st Reading to By-law 2-2023 at its June Council meeting and requested it be sent to the distributor for comment (see attached). No comments have been received and Town staff have contacted City staff for information on implementation of their By-law and outcomes. No comments have been received from either party.

It is recommended Council give 2nd Reading by Title, with future consideration to enactment; following a longer opportunity period to comment (PostMedia) and/or provide feedback on implementation (City)

Original signed by
Mary Jane Banks, BComm
Town Clerk

Attachments: Letter to PostMedia (29 June 2023)
Draft By-law 2-2023



2023 July 19 Open Session FINAL_143

ROTHESAY



June 29, 2023

70 Hampton Road
Rothesay, NB
Canada E2E 5L5
T: 506-848-6600
F: 506-848-6677

Rothesay@rothesay.ca
www.rothesay.ca

Ms. Wendy Storey
Regional Director Distribution Services
Brunswick News / Postmedia Network Inc.
365 Bloor Street East
Toronto, Ontario
M4W 3L4

BY EMAIL: dabarno.mark@brunswicknews.com

Dear Ms. Storey:

RE: Rothesay Flyer Distribution By-Law 2-23

The town of Rothesay is considering adopting a bylaw controlling the distribution of advertising flyers within its jurisdiction. Please find attached the draft Flyer Distribution By-Law 2-23, which was presented to Rothesay Town Council for first reading during their regular meeting on Monday, June 12th, 2023.

Kindly take note that this is a draft document, and we welcome your questions and comments before Wednesday, July 5th, 2023. We would appreciate your feedback.

Yours truly,

John Jarvie RPP, MCIP
Town Manager

Explore our past / Explorez notre passé
Discover your future / Découvrez votre avenir

Grand Bay-Westfield • Quispamsis • Rothesay • St. Martins • Saint John

BY-LAW 2 -2023

A BY-LAW RESPECTING FLYER DISTRIBUTION IN ROTHESAY

BE IT ENACTED by the Council of the town of ROTHESAY under the authority vested in it by the Local Governance Act, SNB 2017, c 18 as follows:

1. Title

This By-law may be cited as the "**Flyer Distribution By-law**".

2. Definitions

In this by-law:

- a) "**council**" means Rothesay Town Council;
- b) "**distributor**" means any person, that distributes, permits to be distributed or causes to be distributed any flyer which promotes activities outlined in Section 3 of this by-law;
- c) "**flyer**" means any non-subscription based printed or written matter, and includes a circular, leaflet, pamphlet, paper, booklet, postcard, coupon, or any other printed or otherwise reproduced matter;
- d) "**municipality**" means the geographic area constituted as the town of Rothesay;
- e) "**newspaper**" means any newspaper or magazine of general circulation for which the occupant has paid or requested delivery;
- f) "**person**" includes a distributor, business, company, organization or corporation and the heirs, executors, administrators or other legal representatives of a person;
- g) "**residential property**" means property or part thereof used or intended to be used for residential purposes, but does not include the portion of a hotel or motel used for the purpose of lodging for the public or an apartment hotel;

3. Application

This by-law applies to any flyer distributed within the municipality that:

- a) Advertises or otherwise promotes any merchandise, product, commodity or thing;
- b) Directs attention to any business or commercial establishment or other activity, for the purpose of either directly or indirectly promoting the interests thereof; or
- c) Directs attention to or advertises any meeting, performance, exhibition or event of any kind for which an admission is charged for the purpose of commercial gain or profit.

4. General

- a) Any owner or occupier of a residential property may post a sign or notice on such residential property stating they do not wish to receive flyers.
- b) Any owner or occupier of a residential property who wishes to post a sign or notice in accordance with Section 4(a) above may:
 - i. Post a sign or notice in such form as may be provided by the Council, or
 - ii. Post a sign or notice created by the owner or occupier, provided that any such sign or notice meets the following specifications:

2023July10OpenSessionFINAL_145

1. Is a minimum 22 cm (8.5 in) by wide (5.5 in) high;
 2. Consists of lettering that is in black font on a white background; and
 3. Contains the phrase "**NO FLYERS**" in a font size of at least 72 pt in a sans-serif (plain) font type, such as Arial.
- c) A sign or notice stating the owner or occupier does not want to receive flyers shall be posted on the residence in a manner such that the sign or notice is reasonably visible to a distributor.
- d) No distributor shall distribute or cause to be distributed a flyer at or on a residential property if a sign or notice has been posted pursuant to this Section 4.
- e) Sections 4(d) and 4(h) of this by-law shall not apply to the following:
- i. Any election advertising material which is permitted to be transmitted or delivered pursuant to any applicable federal, provincial or municipal legislation or regulation;
 - ii. Newspapers delivered to paid or requested subscribers;
 - iii. Community association newsletters or newspapers that do not contain flyers;
 - iv. Information circulars produced by a federal, provincial or Rothesay or an agency of such government;
 - v. Information circulars produced by a member of Council, a member of the New Brunswick Legislative Assembly or a member of the Parliament; or
 - vi. An apartment building containing six or more dwelling units.
- f) No distributor shall distribute or cause to be distributed any flyers on residential property other than:
- i. In a mail box;
 - ii. In a mail slot;
 - iii. In a tube or other receptacle designated for this purpose; or
 - iv. On a doorstep
- g) No distributor shall distribute or cause to be distributed any flyers at or on a residential property where previously delivered flyers have not been retrieved for two consecutive weeks.
- h) No distributor shall distribute or cause to be distributed any flyers to any owner or occupant of residential property by leaving same in the owner or occupant's community mailbox where such owner or occupant has posted a sign or notice complying with this Section 4 on the residential property of the owner or occupant.

5. Offences

- a) A person who violates a provision of this by-law is guilty of an offence and is liable on conviction to a fine.
- b) The minimum fine for an offence committed under this by-law is one hundred fifty dollars \$150 and the maximum fine for an offence committed under this by-law is two thousand one hundred dollars \$2,100.
- c) If an offence committed under this by-law continues for more than one day:
 - i. The minimum fine that may be imposed is the minimum fine established in this by-law multiplied by the number of days during which the offence continues; and

- ii. The maximum fine that may be imposed is the maximum fine established in this by-law multiplied by the number of days during which the offence continues.

6. Enforcement

- a) Every person duly appointed by Council as a by-law enforcement officer is hereby authorized to carry out any inspection that is necessary for the administration or enforcement of this by-law.
- b) Any peace officer or by-law enforcement officer is hereby authorized to take such actions, exercise such powers and perform such duties, as may be set out in this by-law, or in the *Local Governance Act* and as they may deem to be necessary to enforce any provisions of this by-law.

7. Administrative Penalties

- a) Rothesay may provide for an administrative penalty to be paid with respect to a violation of a provision of this By-law as set out in subsection 7(b).
- b) A person violating any provision of this By-law may pay to Rothesay an administrative penalty of one hundred dollars (\$100) within 45 calendar days from the date of such violation and upon such payment the person who committed the violation is not liable to be prosecuted therefore.

8. Other Offences

Nothing in this By-law exempts a person violating this By-law from charges resulting from infractions under any other Rothesay by-law.

9. Severability

- a) Where a court of competent jurisdiction declares any section or part of a section of this by-law invalid, the remainder of this by-law shall remain in force unless the Court makes an order to the contrary.

FIRST READING BY TITLE 12 June, 2023
 SECOND READING BY TITLE _____, 2023
 READ BY SECTION NUMBER _____, 2023
 (Advertised as to content on the Rothesay website in accordance with the Local Governance Act, SNB (2017) c.18)
 THIRD READING BY TITLE _____, 2023
 AND ENACTMENT _____, 2023

Dr. Nancy Grant, Mayor

Mary Jane Banks, Town Clerk



ROTHESAY



INTEROFFICE MEMORANDUM

TO	:	Mayor Grant & Council
FROM	:	John Jarvie
DATE	:	7 July 2023
RE	:	Fundy Regional Service Commission – Draft Strategic Plan

Recommendation:

It is recommended Council forward any suggestions regarding the draft FRSC strategic plan to Mayor Grant and me by the end of the week (July 14).

Background

Late last year changes to the General Regulation under the Regional Service Delivery Act required the Fundy Regional Service Commission to adopt a strategic plan (see attached). Enclosed with the meeting package is a copy of the draft strategic plan prepared to date by consultants for the Commission. Preparation of the plan has included input from a variety of groups including committees of the Commission. I note that several other commissions have not chosen to give municipal councils an opportunity to review their plan in draft form. The draft plan was prepared in a relatively short period of time and is slated for adoption in early August. Therefore, it is imperative the Council suggest any changes or additions you think necessary.

One aspect of which Council should be aware is the existence of a fund created by monies diverted from the core funding component of the Community Funding and Equalization Grant which can be used to match local funding contributions. In other words, the regional service commission will have to acquire matching funding to get a grant from the province. This could come from additional monies from the municipalities.

Staff review the documentation and offer a few selected suggestions as follows.

Under the heading “values” there could be a statement to the effect that the FRSC will ensure services heretofore the responsibility of other orders of government are not taken on without full funding from these other governments.

Action T– 8 has the potential to drive demands for transportation services in Rothesay that Council may not wish to undertake.

Actions P–3 and P–4 imply a plan at the regional level which under the Community Planning Act would require conformance by Rothesay’s municipal plan and related documents; this by its very nature can mean less responsiveness to local concerns. Council will need to be vigilant and actively participate in the development of any regional land-use plan. The cost of developing such a plan is not specifically recognized in the document.

Although there are no major funding commitments for capital or programming expenditures listed under the heading of “community development”, there are significant requirements for staff resources for the many actions proposed. It might also be reasonable to expect the outcomes will involve costs which should not be borne by local governments. Activity in this area should be monitored closely and funding from the other orders of government should be a prerequisite to these actions.

Action F–10 suggests that the FRSC has a role in determining the priority of community recreation facilities; Council should be clear as to whether it considers this acceptable.

Action SW–3 seems to be internally inconsistent as the outcome of the exploration is defined. The word “potentially” could be added before the word “champion”.

Under the headings “administration, governments and collaboration” and “implementation” there are actions to ensure the effectiveness of the organization. The content of the sections also sets out significant workload which is expected to lead to growth in staff capacity. The vast majority of this increased workload is directly attributable to requirements placed on the FRSC by the provincial government. A clear statement that ‘operational funding for the commission overhead will be sought from the provincial government’ could be added.

“More to come prior to July 27, 2023” is added at the end of section 4; is there to be an opportunity for local governments to comment on whatever this additional material represents?

No doubt Council members will have many other comments on the content of the Draft Strategic Plan. We do note that there has been considerable work in a short period of time and the efforts of the staff and consultants should be recognized.

We look forward to the comments of Council members.



The following are relevant excerpts from recent amendments to the General Regulation 2012 – 109 under the Regional Service Delivery Act.

Regional strategy – form and content

18.6 For the purposes of subsection 3.2(2) of the Act, the regional strategy of each Commission shall include

- (a) a vision statement,
- (b) a statement of the method of development of the strategy,
- (c) a statement of the stakeholder engagement that was conducted as part of the development of the strategy,
- (d) a statement of the First Nations engagement that was conducted as part of the development of the strategy,
- (e) a strategic assessment of each component of the Commission's mandate referred to in section 3.1 of the Act which
 - (i) considers the current level of service in the region and the level of service expected in the future,
 - (ii) examines the links between that component and other mandatory services, and
 - (iii) takes into account provincial priorities related to that component and how these relate to regional priorities,
- (f) a statement of regional goals to be achieved during the period to which the strategy refers, which shall take into account, at a minimum, the components of the Commission's mandate referred to in section 3.1 of the Act and other collaborative initiatives undertaken by the Commission,
- (g) a plan to implement the goals,
- (h) performance targets to monitor progress in achieving the goals and their implementation, and
- (i) an accountability framework specifying reporting requirements.

Regional strategy – implementation plan

18.7 The implementation plan for the regional strategy of each Commission shall include

- (a) each action the Commission shall take to achieve its goals,
- (b) performance targets for each action that shall be taken,
- (c) the schedule for each action to be taken or major milestones to be achieved,
- (d) the division of the Commission responsible for each goal, and
- (e) the list of external stakeholders involved in its implementation.

Regional strategy – accountability framework

18.8(1) The accountability framework of each Commission shall specify a schedule for review of its regional strategy.

18.8(2) The Board shall receive updates on the implementation plan at least twice each year.

18.8(3) The Board shall ensure that a comprehensive review of the regional strategy is undertaken at its conclusion.

18.8(4) The Chief Executive Officer shall be responsible for carrying out the duties set out in subsections (2) and (3) and shall report the results to the Board in accordance with the schedule established in the accountability framework.

2022-84

Regional strategy – five-year review

18.9 Each Commission shall undertake a review of its regional strategy at least once every five years.



Fundy Regional Service Commission

Regional Strategy

2023-2028

DRAFT



Fundy Regional
Service Commission
Commission de Services
Régionaux de Fundy



DILLON
CONSULTING

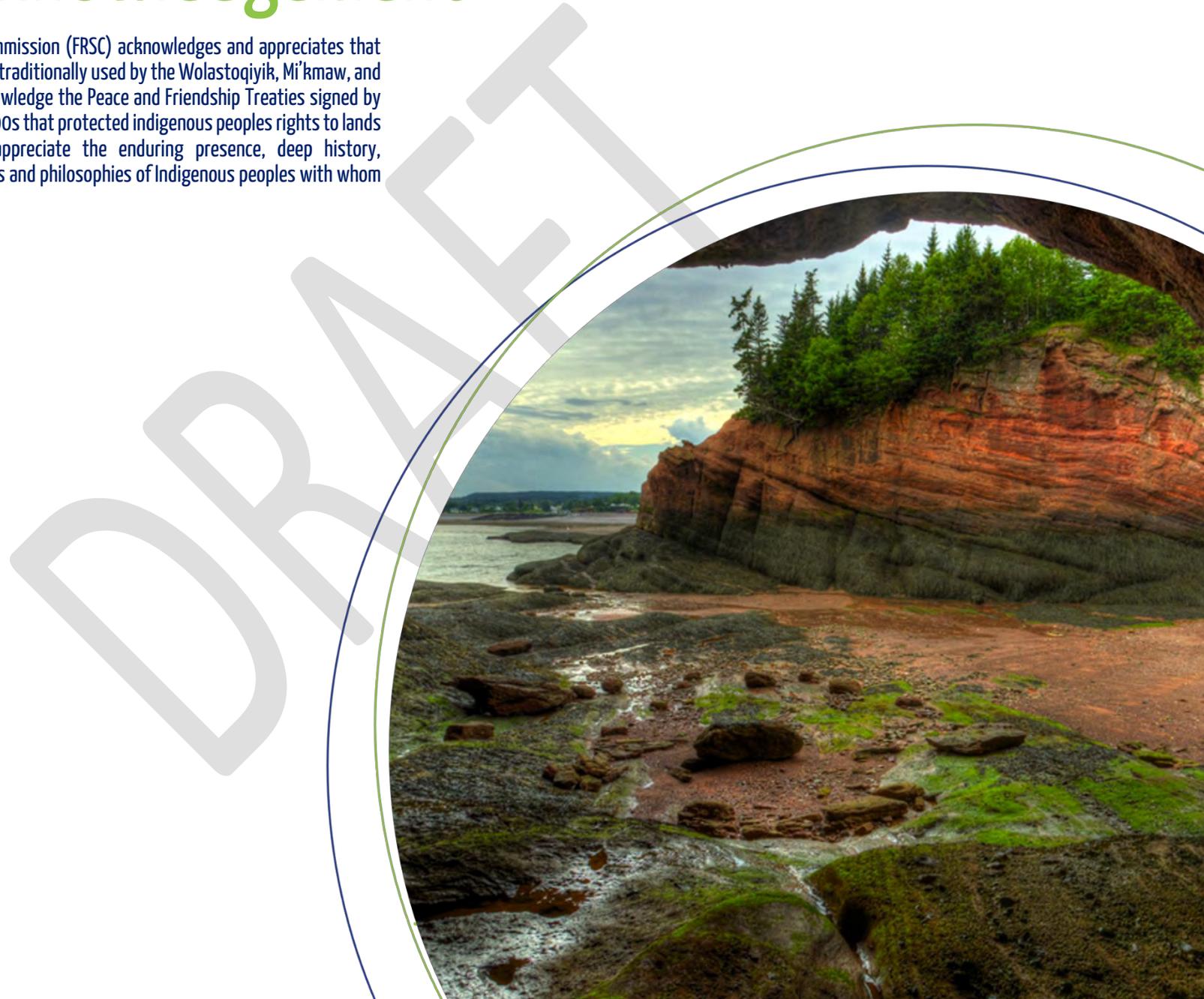
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Land Acknowledgement

Fundy Regional Service Commission (FRSC) acknowledges and appreciates that the region comprises lands traditionally used by the Wolastoqiyik, Mi'kmaw, and Peskotomuhkati. We acknowledge the Peace and Friendship Treaties signed by the British Crown in the 1700s that protected indigenous peoples rights to lands and resources and we appreciate the enduring presence, deep history, connection to the land, laws and philosophies of Indigenous peoples with whom we share this land today.



Acknowledgements

The Regional Strategy sets a new and exciting direction for the future of the Fundy Region. It was developed through the direction and support from the FRSC Board of Directors, members of the Regional Public Safety, Regional Transportation, Regional Facilities, and Community Development Committees. The Committee members were pivotal in creating a Regional Strategy that is well connected to the community it serves. Made up of strong community and professional leaders, the Committees provided the foundation for a new level of collaboration at a regional scale; setting the stage for catalytic momentum towards partnership and regional innovation.

The FRSC would like to thank Committee members for their contributions to the Regional Strategy and for their commitment to supporting the Region achieve new heights.

FRSC Board of Directors

Chair Libby O'Hara
Vice Chair Jim Bedford

Town of Quispamsis
Village of Fundy-St. Martins

Directors

Robert Doucet
Nancy Grant
John MacKenzie
Brittany Merrifield
Ray Riddell

Town of Hampton
Town of Rothesay
City of Saint John
Town of Grand Bay-Westfield
Fundy Rural District

FRSC Committees

Public Safety

Jim Bedford
Anika Becker
Mary Henderson
Mike Boyle
Dwayne Hussey
Kevin Clifford
Dan Austin
Marc Maillet
Mike Raeburn
Troy Gautreau
Brian Hunter
Les Weber
Dave MacCready
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Regional Facilities

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Regional Transportation

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Tim O'Reilly
Chris White
Mike Rosehart

2023July10OpenSessionFINAL_155



Back L-R: Jim Bedford, Robert Doucet, Ray Riddell
Fron L-R John MacKenzie, Nancy Grant, Libby O'Hara, Brittany Merrifield

Executive Summary

The FRSC is a regional service provider, supporting seven communities. The FRSC has a strong reputation for reliable service delivery, particularly in solid waste management, and has recently undergone an expansion of its mandate and geographic scope, following New Brunswick's Local Governance Reforms in 2023. To guide its efforts, the FRSC has developed the region's first Regional Strategy that encompasses various service areas such as solid waste management, land use planning, public safety, transportation, economic development and tourism promotion, community development, and regional facilities, recreation, and infrastructure. The regional will to collaborate was strongly demonstrated with hundreds of stakeholders and individuals participating in the planning process.

The development of the Regional Strategy followed a comprehensive and inclusive approach, engaging stakeholders across multiple mandate areas. Stakeholders in the Fundy Region demonstrated remarkable enthusiasm and commitment to the strategy, highlighting their dedication to a shared vision. The vision of the Fundy Regional Strategy is to foster collaborative relationships, responsible service delivery, and resilient communities. It aims to create a vibrant and prosperous future by forging partnerships, embracing diversity, and balancing growth with sustainability.

Regional Public Safety

We strive to improve collaboration among diverse public safety agencies, promoting interagency collaboration and standardization, ensuring consistent service levels and training opportunities, and navigating regulatory and governance challenges.

Regional Transportation

The strategy addresses the need to integrate diverse transportation infrastructure, plan for infrastructure disparities, and cater to changing demographics and user needs.

Land Use Planning

Our approach aims to strengthen collaboration amongst all planning jurisdictions in the Region and create modern regulations for the Fundy Rural District and Fundy-St. Martins.

Community Development

Initiatives focus on support and collaborative efforts in the realms of newcomer settlement and diversity promotion, and affordable housing, social inclusion, and health communities to improve outcomes for marginalized and vulnerable populations.

Economic Development and Tourism Promotion

Our goal is to deliver regionally focused economic development and tourism promotion services, leveraging positive economic trends, and maximizing the collective impact on the region's economic growth.

Solid Waste Management

The FRSC is adapting to a shifting operational landscape, actively participating in shaping regulations, and optimizing infrastructure and resilience strategies.

Regional Facilities

Our approach aims to optimize the operations of regional facilities, foster collaboration for cost-sharing and efficiency, and leverage these facilities as catalysts for economic growth and community engagement, in addition to considering the value proposition and approach to developing new regional facilities.

Corporate, Administration and Governance

Presents a focus on strengthening corporate administration, promote effective governance and collaboration, and continuously improve through stakeholder engagement.

An implementation plan highlights the establishment of performance indicators and a scorecard system to measure progress, ensure accountability, and drive continuous improvement. The Regional Strategy is guided by 23 goals and 77 actions that will be resourced and implemented over the next between 2023 and 2028. The Actions are themed according to their nature of implementation

through: operational initiatives, exploratory efforts, advocacy initiatives and collaboration and partnership initiatives.

The Regional Strategy provides a comprehensive roadmap for delivering services and fostering collaboration and resilience in the Fundy Region. With a focus on inclusivity, innovation, and continuous improvement, the strategy positions the region for a vibrant and prosperous future. Through effective implementation and performance measurement, the FRSC aims to achieve its strategic objectives and address the evolving needs of the communities it serves.



1. Introduction

The Fundy Region is a vibrant community, rich in natural beauty and cultural heritage. The Fundy Region encompasses a geography with unique and diverse communities, who are connected by threads of shared history and culture, including a long history of collaboration and partnership. The FRSC is embarking on a transformative journey to expand its mandate and explore new avenues of service delivery and partner support. The FRSC recognizes the importance of an incremental approach in maximizing our engagement and creating meaningful impact.

The Fundy Regional Strategy embraces regional progress. We have combined thorough analysis, research, and investigation with tangible outcomes. We understand that taking immediate action is crucial in building trust, and demonstrating value in these new service areas and will allow us to continue learning and building connections within our community.

We have a unique opportunity to introduce pilot projects that test new waters for the Commission. These projects will be undertaken with careful consideration of regional agreement, added value, avoidance of duplication, and resource availability. By embracing this approach, we can explore innovative solutions, gather valuable insights, and ensure that our actions align with our mission of responsible and impactful service delivery.

The FRSC with our partners, stakeholders, and the residents we proudly serve, is embarking on this journey of growth and continuous evaluation to achieve progress, inclusivity, and community-driven development. The Fundy Region will remain a beacon of collaborative excellence, where our actions are guided by our commitment to maximize engagement, build trust, and create a lasting positive impact on the communities within our region.

The Regional Strategy aims to embrace possibilities, explore new collaborative territories, and unlock the full potential of the Fundy Region through progressive and responsive service delivery. The FRSC will shape a future that reflects our shared values, strengthens community connections, and brings about sustainable prosperity for all.



1.1. How to Use the Regional Strategy

The Regional Strategy is intended to provide the FRSC with guidance over the next 5 years. The following document is designed to serve the interests of the reader while providing a structured plan of action for the FRSC. It is organized into three main components:

1. **Introduction to the FRSC and the Regional Strategy Process** - The introductory section of the Regional Plan provides an overview of the FRSC and the process undertaken to arrive at this point. The reader is introduced to the history of the FRSC and the current structure of service delivery.
2. **Actions by Mandate Area** - Organized by mandate area, this section forms the bulk of the Regional Strategy and provides an explanation of each mandate area, an assessment of current conditions in the context of the service area through a regional lens, the goals associated with each mandate, and a thorough inventory of actions.
3. **Implementation** - A framework for implementing each action proposed by the strategy is articulated in the Implementation section. Actions are prioritized, defined by timeframe, and assigned an approximation of resources. A scorecard to measure progress is provided and an approach for future evaluation of progress is offered.

Organizing Actions for Effective Implementation of the Regional Strategy

To implement the strategy, actions are organized into four themes: introduce, study, advocate and partner..

1. Introduce actions focus on specific projects, programs, or initiatives to drive change and development. Examples include creating a public safety asset inventory and implementing a Dial-A-Ride program. Grouping these actions allows for resource allocation and progress tracking.
2. Study actions involve research and analysis to gather insights. Actions like regional risk assessments and travel surveys provide critical data and strategies that lead to recommendations for informed decision-making.
3. Advocate actions aim to influence policy changes and engage stakeholders. By collaborating with government agencies and advocating for shared interests, the Commission can drive positive change.
4. Partner actions foster cooperation and resource sharing. Establishing subcommittees and implementing means for enhanced collaboration and partnership with service providers in the Region.

Organizing actions into these themes ensures a structured and strategic approach to implementation. It enables effective resource allocation, progress tracking, and comprehensive coverage of the strategy. This approach enhances decision-making, stakeholder engagement, and overall coordination, leading to successful achievement of the regional strategic objectives.

1.2. The Fundy Regional Service Commission

The FRSC is comprised of the local governments of Fundy-St. Martins, Grand Bay-Westfield, Hampton, Quispamsis, Rothesay, and Saint John, as well as the Fundy Rural District. It was established in 2013 when it was expanded from the Fundy Region Solid Waste Commission to include land use planning, building inspection, and recreation mandate areas in addition to solid waste management. FRSC has since built a strong reputation for reliable regional service delivery with new and innovative approaches to solid waste implemented in partnership with the region's communities, as well as dependable planning and building inspection services available to communities not providing their own such services.

In January of 2023, the FRSC's mandate and geography was expanded as part of the Province's local governance reform initiatives. With the FRSC's proven record of high quality service delivery, it was well positioned to introduce a new suite of mandate areas to its roster. The following Regional Strategy will guide the FRSC in delivering the following services:



Solid Waste Management



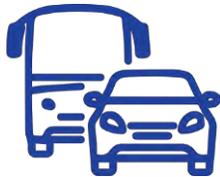
Local Land Use Planning



Regional Public Safety



Regional Facilities,



Regional Transportation Planning

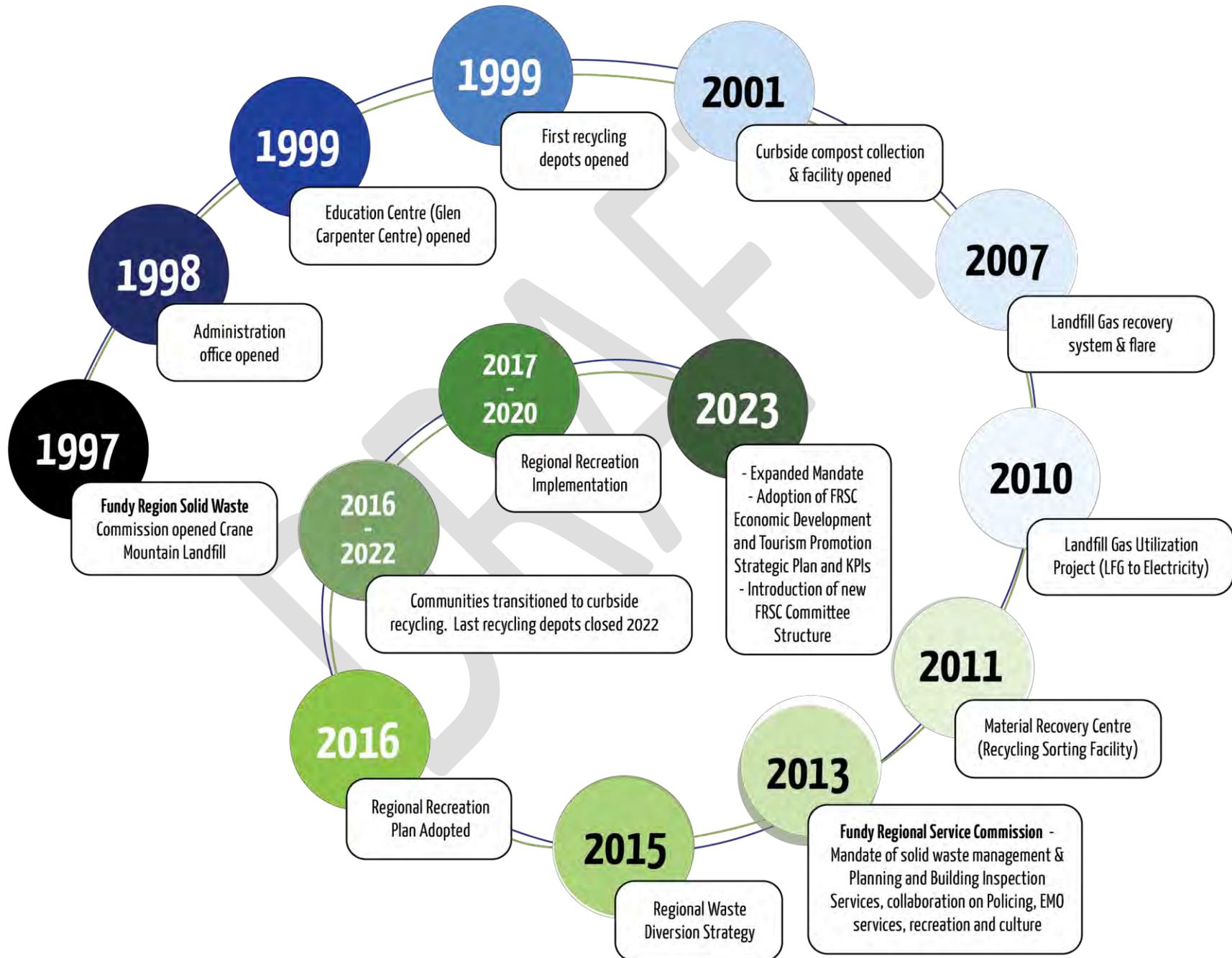


Economic Development & Tourism Promotion



Community Development

Fundy Regional Service Commission Timeline



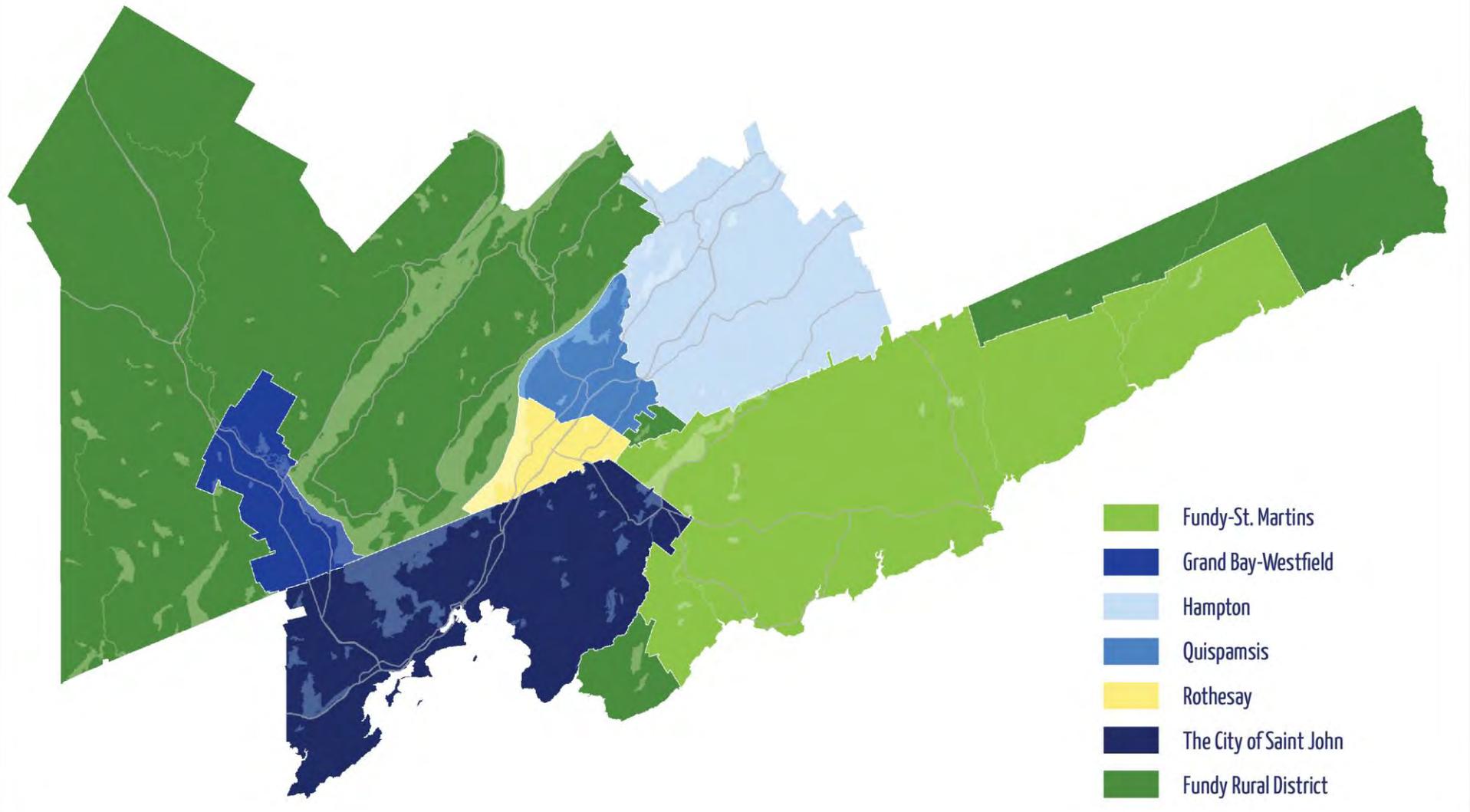
Fundy Regional Service Commission Key Statistics

Comprised of
7
different entities

total area of
3343 km²

Population of
130,180

Population increase of
5.2%
since 2016



1.3. Our Approach to Developing the Fundy Regional Strategy

The development of the Regional Strategy followed a far-reaching and inclusive approach to engagement, with a strong focus on collaboration and active stakeholder involvement. A variety of activities including one-on-one interviews, online surveys, and focus groups, were undertaken to gather input and insights from stakeholders across multiple mandate areas, including Community Development, Public Safety, Regional and Local Land Use Planning, Solid Waste, Transportation, and Regional Facilities. Consultation with the FRSC's Committees, partners, and stakeholders generated valuable insights and feedback on the current level of service and the opportunities to enhance the existing and successful on-the-ground programming administered throughout the Region. The concentration of engagement activities facilitated idea-sharing among staff and operators while fostering a renewed environment of collaboration.

Partner and stakeholder involvement was central throughout the Regional Plan process. Interactive focus groups involving the FRSC's Committee's provided a platform to establish shared values and vision statements for each mandate area. Additional engagement with the Committees, partners, and stakeholders facilitated discussions on goal and action setting. The remarkable enthusiasm and active participation demonstrated by the Committees, partners, and stakeholders during these sessions underscored their strong commitment to the Regional Strategy. This level of participation indicated the willingness to accomplish regional collaboration and a new era of regional partnership.

Through these extensive consultation efforts, the FRSC is confident that the Regional Strategy is reflective of the community's needs and is in alignment with the aspirations of the community. The collective energy and dedication displayed throughout the consultation process highlighted the potential for transformative change and a promising future for the Fundy Region. The Regional Strategy is the roadmap to collaborative action to drive a more prosperous, sustainable, and inclusive future.



Our Process to Developing the Regional Strategy



Fundy Regional Strategy Engagement – by the numbers



Sought Feedback From:

91 Organizations

185 Individuals

10 Indigenous Communities



Total Engagement Time:

34 Hours



9 Strategic Plan Committee Engagement Meetings

3 Strategic Plan Board Engagement Meetings



169 Surveys sent



4 Focus groups



30 Phone calls

Fundy Regional Strategy Engagement – What We Heard

The Fundy Regional Strategy was developed with a significant amount of engagement. A broad range of voices contributed to the vision statement, values, and goals and actions presented in the strategy. **A What We Heard report will be appended to this document in July, 2023;** however, key themes are highlighted below:

Collaboration

- There is a willingness and enthusiasm around regional collaboration across all mandate areas. Understanding the opportunities to share resources and the impact on enhancing service delivery throughout the region is a key theme in discussions with the Committees as well as partners and stakeholders. The implications of collaboration of broad and positive, with benefits ranging from fiscal opportunities to improved quality of life.

Avoiding Duplication

- The Fundy Region is home to a plethora of organizations, groups, and individuals working on positively impacting their communities. Discussions with partners and stakeholders pointed out the opportunity for FRSC to play a role in understanding where efforts are currently being duplicated and identify opportunities for streamlined service delivery in certain instances.

Extending the reach of services

- The vast majority of infrastructure, amenities, and services are located in Saint John. New, collaborative efforts introduces an opportunity to extend the reach of a variety of services into rural areas and underrepresented communities.



Vision

Inspiring Collaborative Excellence, Resilient Communities, and Valuable Outcomes

The Regional Strategy envisions the Fundy Region in 2028. In five years, the Fundy Region is a place where communities, organizations, and residents come together in a spirit of shared purpose, harnessing their collective strength to shape a vibrant and prosperous region. The FRSC facilitates and embraces collaborative relationships, champions responsible service delivery, and empowers resilient communities.

Through our commitment to customer service excellence, we will continue to forge strong partnerships among stakeholders, including community organizations, government agencies, and private entities. By sharing knowledge, resources, and best practices, we will unlock synergies and create a unified approach to community development. Together, we will build upon our existing reputation as a resilient region that nurtures creativity, innovation, and inclusivity.

We are committed to responsible service delivery that provides equitable access to programs and services for all residents across the Fundy Region. Recognizing the diverse needs of our communities, we will work diligently to reduce barriers and promote social inclusion. By embracing diversity and fostering an inclusive environment, we will cultivate a welcoming and thriving Fundy Region.

As environmental stewards of the Fundy Region, we understand the importance of balancing growth and sustainability. We will pursue development strategies that aim to preserve natural landscapes, safeguard the environment, and enhance quality of life for those that call the region home. By leveraging data-driven decision-making, we will strive to develop comprehensive plans that address housing needs, promote health and well-being, and contribute to the creation of vibrant communities that stand the test of time.

Values

The Regional Strategy is guided by the shared values of the region. An inventory of values was generated through consultation with the Board, the Committees, partners, and stakeholders. These values were distilled into the guiding principles described in this section. The guiding principles represent the non-negotiable standards established through the Regional Strategy consultation process.

Building Trust

Forging new and expanded relationships with transparency, reliability, respect, and integrity as the foundation.

Collaboration

Foster an environment of open communication and mutual support to achieve shared goals and ensure effective and efficient service delivery.

Accountability

Demonstrate transparency and maintain the trust of the communities we serve through open communication and reporting

Continuous Improvement

Foster a culture of continuous improvement, encouraging the integration of cutting-edge solutions to provide better services to residents.

Innovation

Embrace innovation and continually seek new and creative approaches to enhance service delivery practices, technologies, and strategies.

Region-Minded

Commit to serving and meeting the needs of the Fundy Region, prioritizing citizen engagement to ensure services are scaled appropriately to the region's needs.

Financial Responsibility

Execute a prudent and responsible approach to financial management in service delivery endeavours and commit to sound financial decisions based on economic principles and long-term sustainability considerations.

Sustainability

Strive to make decisions and achieve outcomes that are financially viable, environmentally responsible, and socially beneficial.

2. Mandate areas

2.1. Regional Public Safety

The Regional Public Safety mandate is to enhance public safety services in the Fundy Region by serving as a forum for information sharing and feedback among Police, Fire, and Emergency Measures Planning services. The Public Safety Committee is tasked with supporting the Board in improving collaboration and communication between agencies, identifying opportunities for strengthening services, and formulating recommendations for studies and activities to optimize resource utilization. Additionally, the Committee facilitates collaborative initiatives and conducts regional assessments to address threats, risks, and vulnerabilities. They define annual priorities aligned with available resources, informing the Committee's contributions to the Fundy Region.

20% is served by RCMP contracted services and Volunteer Fire Departments in Hampton, Fundy-St. Martin's, Grand Bay-Westfield, and the Fundy Rural District. Ambulance services for the Region are provided by AmbulanceNB.

The Fundy Region has a distinctive risk profile due to its industrial tax base centered on Canada's largest oil refinery in Saint John. This industrial economy results in the transportation of hazardous goods within the communities. Additionally, the region's unique geography presents challenges, including storm surges, and spring flooding of the St. John River, and the rugged terrain of the Fundy Highlands and Fundy shores, which can pose hazards despite the region's natural beauty.

Profile

A variety of Public Safety agencies serve Fundy's residents, encompassing both urban and rural areas. Each Local Government in the region must have an Emergency Management Organization and maintain an updated Emergency Response Plan as mandated by legislation. The Fundy Region has six local EMOs, with the Community of Fundy-St. Martin's and the Fundy Rural District relying on the Provincially-led NBEMO.

Local agencies such as Saint John Police, Saint John Fire, and Kennebecasis Valley Fire and Police cover over 80% of the Region's population in Saint John, Rothesay, and Quispamsis, providing policing and fire services. The remaining



Saint John & KV
Municipal Police Forces
and Fire Departments
provide services to
80% of the region's
population.

Strategic Assessment

Acknowledging the Strength of Public Safety Support in the Fundy Region

The Fundy Region is privileged to have a dedicated and skilled network of public safety organizations and community leaders who have consistently demonstrated their commitment to the safety and security of residents. This assessment recognizes and celebrates the expertise, sacrifice, and passion that permeate the region, highlighting the exceptional collaboration and resilience exhibited by these stakeholders during times of crisis and need.

Enhancing Collaboration in a Diverse Agency Landscape

The Fundy Region comprises six local governments and a large rural district, encompassing a diverse range of public safety agencies, including municipal police forces, volunteer fire departments, and contracted services with the RCMP. While this diversity presents coordination and resource allocation challenges, it also provides an opportunity to introduce enhanced approaches that foster collaboration and address gaps in service provision. This assessment recognizes the importance of standardized practices, coordinated resource allocation, and the development of effective collaboration mechanisms.

Promoting Interagency Collaboration and Standardization

Although some member communities in the Fundy Region have established shared services or third-party contracts, there is a need to enhance collaboration among all public safety agencies. By implementing standardized protocols, joint training opportunities, group procurement, and information sharing mechanisms, the region can bolster coordination, response capabilities, and overall operational effectiveness. Seamless interoperability of communication and information sharing systems is essential to ensure swift and efficient incident response, requiring technological advancements and standardized approaches.

Ensuring Consistent Service Levels and Training Opportunities

The distribution of resources across public safety agencies in the Fundy Region varies, with each local government determining its desired level of service. It is crucial to identify federal and provincial standards that all communities must adhere to, ensuring a minimum level of public safety across the region. Additionally, establishing standardized training programs and promoting joint training opportunities will enhance collaboration, foster consistent practices, improve response capabilities, and achieve cost efficiencies. Considerations should include certification requirements, professional development, and knowledge exchange among agencies.

Navigating Regulatory and Governance Challenges

Public safety agencies in the Fundy Region operate under different regulatory frameworks and governance structures, ranging from municipal departments to provincial and federal jurisdiction. It is vital to understand these dynamics and potential regulatory challenges to develop a collaborative approach that aligns with legal requirements and encourages effective partnerships.

The Region has 6 local EMOs, 3 Police Agencies,
2 staffed Fire Departments and 7 Volunteer Fire
Departments

Vision

A unified and resilient Public Safety response in the Fundy Region, where seamless interagency collaboration and interoperability empowers our communities to thrive and deliver enhanced and effective public safety service for all.

Goals

- To foster interagency collaboration in the Fundy Region through cooperation, resource sharing, and joint training among public safety agencies to enhance overall emergency response capabilities.
- Achieve Interoperability among public safety agencies in the Fundy Region to optimize incident response and information sharing through collaboration on systems and operational improvements.
- Establish a unified and coordinated regional approach to Emergency Measures Organization (EMO) in the Fundy Region by fostering collaboration, sharing resources, and aligning emergency response plans to enhance preparedness, response, and recovery capabilities.

Actions

Introduce

PS-1 Establish a regional subcommittee consisting of local Emergency Management Organization (EMO) representatives to strengthen collaboration and information sharing among EMOs, fostering effective coordination and regional preparedness.

PS-2 In collaboration with the Regional Transportation Committee, establish a train traffic and safety committee to provide support and guidance in managing increased rail volume and activity.

Study

PS-3 Complete a regional risk assessment to define common risk areas and local risks with a regional impact to enable targeted preparedness measures to enhance readiness and response.

PS-4 Research opportunities for standardized guidelines and requirements for emergency response planning, ensuring consistency and efficiency across the region, and enabling effective response to emergencies and disasters.

PS-5 Create an inventory of regional public safety assets, identifying gaps and collaborative opportunities, to determine the need for expanded or new assets to enhance regional collaboration.

PS-6 Review existing mutual aid agreements to identify areas for improvement to enhance consistency and maximize response effectiveness.

PS-7 Compile an inventory of existing public safety training programs to amalgamate training implementation between agencies, enhance resource optimization and improve efficiency and effectiveness of the training being provided.

Partner

PS-8 Support agencies in the implementation of a standardized joint incident command structure for major emergencies involving multiple agencies through a Regional Procedural and Policy Manual for all public safety agencies in the region.

PS-9 Support agencies in implementing an after-incident review process to systematically evaluate and analyze major incidents or emergencies, identify improvement opportunities, and develop targeted training outcomes to enhance ongoing skill development and preparedness.

PS-10 Support agencies in the implementation of a standardized communication system to ensure compatibility, interoperability, and real-time information sharing among agencies to improve collaboration and coordinated response capabilities.

PS-11 Support agencies in regular joint exercises and simulations to test and improve interoperability and develop targeted training outcomes.

Advocate

PS-12 Annually advocate for enhanced funding from the Government of New Brunswick and the Government of Canada for regional public safety infrastructure, equipment, programming and training to enhance the safety and security of the Fundy Region



2.2. Regional Transportation

The FRSC will bring stakeholders and local governments together to establish goals and priorities that address strategic issues around regional transportation, including collaboration, services, and needs, with the aim of developing a plan for integrated services into the future.

Profile

Transportation infrastructure in the Fundy Region consists of one cargo port, one domestic airport, 2,792 kilometers of roads and 195 kilometers of freight rail, and many kilometers of recreational trails and bikeways. Travel in the region is largely vehicle dependent, with close to 90% of commuter travel using a private vehicle. Despite this, more than 80% of the commuting population travels less than 30 minutes for their commute. There is one municipal transit agency in the region, Saint John Transit, which provides fixed route, and on-demand flex routes. The Comex, currently serves Rothesay and Quispamsis. The Region's urban and suburban areas are also serviced by private taxi companies. Communities in the region are planning for different transportation modes in order to guide federal and provincial investment efforts. Saint John, Grand Bay-Westfield, Quispamsis, and Rothesay each have an Active Transportation Plan. Saint John, with MoveSJ, has the region's only Transportation Master Plan, a multi-modal strategy focused on the movement of goods, services and people. Quispamsis will have a Transportation Master Plan in late 2023.



Strategic Assessment

Diverse Transportation Infrastructure and Expertise

The Fundy Region boasts a rich array of transportation infrastructure, including highways, roads, trails, railways, ferries, airports, and transit services. In turn, there is a robust network of administrative professionals across the Region, from various levels of government, private sector and non-profit, who support the transportation network. The Region faces challenges in integrating these diverse assets into a cohesive and efficient transportation network. Coordinating the various modes of transportation and optimizing their utilization is essential to ensure seamless connectivity and address the evolving needs of transportation users and support sustainable growth.

Jurisdictional Complexity

The Fundy Region encounters jurisdictional challenges, particularly in cases where different levels of government are responsible for transportation management and decision-making. These complexities can impact the implementation of cohesive transportation solutions and lead to inconsistencies in standards and planning efforts. Addressing these challenges requires close collaboration, clear communication, and the development of frameworks that streamline decision-making processes and facilitate intergovernmental cooperation.

Planning and Infrastructure Disparities

Some municipalities in the Fundy Region have transportation master plans and active transportation plans, while others do not. This creates disparities in planning efforts and infrastructure development, impacting the overall connectivity and accessibility of the region. It is crucial to address these disparities by promoting comprehensive transportation planning that considers inter-municipal, inter-regional, and inter-provincial transit connections.

80% of the population commutes less than 30 minutes each day.

Changing Demographics and User Needs

The Fundy Region is experiencing growth and demographic shifts, which necessitates a thorough understanding of the evolving needs of transportation users. Demographic changes may result in increased demand for accessible, affordable, and environmentally sustainable transportation options. Conducting thorough demographic assessments and engaging with community stakeholders will enable the region to tailor transportation services to meet the specific needs of different user groups.

Resource Allocation and Efficiency

Ensuring equitable resource allocation and optimizing the utilization of existing transportation assets are vital to enhancing the region's transportation efficiency. The Fundy Region should explore opportunities to leverage existing transit services, support volunteer-based transportation initiatives, and identify gaps and opportunities for regional collaboration. This includes enhancing connectivity between rural districts and urban centers, as well as promoting affordable and accessible transportation options for all community members.

Transportation and Community Development:

The Fundy Region's transportation network is increasingly connected to other regional priorities, including development, housing, poverty, recreation, among others. Regional transportation planning and investment must incorporate a broad perspective in order to align cross-community priorities and advance outcomes well beyond the tangible transportation asset.

1 Airport
1 Cargo Port
2,792 km of road
195 km of rail
100's km of trails
In the Region

Vision

Foster regional collaboration across all aspects of transportation, adding value to the lives of those who live, work, and play in the Fundy Region. Guided by the principles of sustainability, enhanced quality of life, accessibility, and economic growth, the Regional Transportation Committee will aim to support the FRSC in creating opportunities that enhance the overall transportation experience and promote the well-being and prosperity of our Region.

Goals

- Understand the diverse transportation needs and preferences of users across the Fundy Region.
- Improve Transportation Access for all residents in the Fundy Region.
- Enhance the Connectivity of transportation modes within the Region.
- Promote safe and efficient transportation by addressing conflicts between different modes
- Address legislative and governance barriers to enhance transportation services in the Region.

Actions

Introduce

- T-1** Create Multimodal Level of Service (MMLoS) guidelines for the Fundy Region, establishing performance measures and criteria to evaluate transportation modes, enabling standardized evaluation of transportation and traffic conditions for informed decision-making and efficient, accessible transportation systems.
- T-2** Develop and implement a regional "Share the Road" campaign, focusing on raising awareness, promoting safe and respectful interactions between different road users, and educating the community on the importance of sharing the road to improve overall road safety and reduce accidents.

Study

- T-3** Investigate the merits of a regional travel survey that collects travel patterns and behaviour data that informs transportation planning and decision-making processes for local policy, decision-makers, and developers.
- T-4** Conduct a survey to identify underserved populations and communities within the region, collecting data on their transportation needs, challenges, and preferences, and based on the findings, develop actionable recommendations for targeted transportation initiatives to address their specific needs and improve accessibility.
- T-5** Conduct an in-depth analysis of regional growth projections, population shifts, and transportation demands to inform the development of a future-focused regional transportation master plan that effectively addresses the anticipated growth needs, ensuring the implementation of efficient and sustainable transportation systems that support the region's development.

Advocate

T-6 Collaborate with government agencies, policymakers, and industry stakeholders to identify and subsequently advocate for legislative changes that remove barriers, streamline processes, and address cross-jurisdiction challenges hindering transportation service enhancements.

T-7 In collaboration with the Public Safety committee, the Provincial Government, local governments, and rail operators develop a set of recommendations to improve the impact on local communities in terms of traffic delays and noise from increased rail activity.

T-8 Engage in collaborative partnerships with Local Governments, the Fundy Rural District, and community organizations to advocate for transportation equity, leveraging collective influence to secure funding for infrastructure and service improvements that address the identified transportation needs of underserved populations and communities within the region, including initiatives such as the Great Trail and rural transit.

Partner

T-9 Engage with partners to develop a Sustainability Month to promote and grow sustainable transportation modes such as walking, cycling, rolling, transit, and carpooling, and explore ideas which incentivize sustainable modes and raise awareness to efforts across the region.

T-10 Work with all levels of government to enhance funding opportunities to facilitate regional transportation initiatives and priorities.

2.3. Land-Use Planning

Deliver Building and Planning services across the Region to Local Governments not providing their own planning and building services and to the Rural District.

Profile

The Fundy Region is experiencing significant population growth, increasing by 5% during the 2016 and 2022 census period. While this growth is aligned with the ambitions for the region, the growth is creating strains on the Region's planning systems. Having responsive, modern plans to facilitate future growth will relieve this pressure and guide improved quality of life outcomes, including housing choice and affordability.

Currently, development in the Fundy Region is regulated by a range of planning documents. The City of Saint John, Towns of Grand Bay-Westfield, Rothesay, Quispamsis, and Hampton each administer their own planning services through Municipal Plans and Zoning By-laws and other development-related by-laws like subdivision and building by-laws. Fundy-St. Martin regulates land use through three regulations - the Simonds Rural Plan, The Village of St. Martin's Rural Plan, and the St. Martin's Basic Planning Statement. These documents being administered by one jurisdiction create inconsistencies in the approach to land use planning. Additionally, the Fundy Rural District is mostly unplanned (Kingston Peninsula, Welsford, Greenwich), whereas, the areas surrounding Cape Spencer and the former LSD of Rothesay are covered by the Simonds and Rothesay Rural Plans, respectively. Only 7% of residents of Fundy reside in an unplanned area.

The Region's Tax Base is \$14.7 Billion as of 2023

The FRSC provides Local Planning services, including the provision of a Registered Professional Planner, to Fundy-St. Martin's and the Fundy Rural District. Minimum planning standards introduced by the Province in 2023 require certain planning tasks to be completed or overseen by a Registered Professional Planner, for which there are shortages in the local labour market.

5% population increase between 2016 and 2022.

50% of Fundy's Land Area is covered by a Land Use Plan, but 93% of residents live in a planned area.

Strategic Assessment

Building a Collaborative Planning Landscape

The Fundy Region embraces a strong culture of planning and there is an opportunity to foster even greater collaboration and coordination among communities. By working together, sharing resources, and aligning planning efforts, the region can unlock synergies and create a unified vision for sustainable development.

Engaging the Public and Enhancing Awareness

By promoting public awareness and building capacity for land use planning, particularly in rural areas, the Fundy Region can cultivate a shared understanding of Planning's role in creating vibrant and sustainable communities. Through education and engagement, residents can actively participate in decision-making processes, embracing the power of planning.

Regional Collaboration and Harmonization

Through collaborative efforts between Planning Directors from Local Governments and the FRSC, the region can optimize efficiency, enhance standards, and allocate resources effectively. By leveraging the collective expertise and sharing best practices, the region will reap the benefits of collaboration. Additionally, the Fundy Region embraces the chance to align planning rules and regulations through new provincial Statements of Interest, streamlining processes and empowering communities to work towards shared objectives with reduced administrative complexities.

Seizing the Potential for Regional Planning

The Fundy Region envisions a comprehensive Regional Land Use Plan that provides a holistic framework for visionary and integrated planning. By adopting this approach, the region will unlock the potential for systems-level planning, ensuring cohesive and sustainable development that responds to systems and needs that span municipal boundaries, such as climate change impacts, natural resource

management, poverty, arts and culture, transportation systems and economic development.

Overcoming Challenges and Cultivating Support

The Fundy Region recognizes the importance of addressing labour market challenges to attract and retain skilled planning and building officials. By investing in professional development opportunities and promoting the planning profession, the region will build a robust workforce capable of meeting the demands of sustainable and innovative planning.

While the region acknowledges the pressures associated with high development demand, it remains steadfast in its commitment to providing efficient and timely planning and building services. By embracing innovative approaches and resource optimization strategies, the Fundy Region will navigate these challenges while maintaining a high standard of service.

The Fundy Region is dedicated to fostering political will and garnering public support for planning initiatives. By showcasing the positive outcomes of effective planning, highlighting success stories, and engaging stakeholders at all levels, the region will create a shared vision for vibrant and well-planned communities.

Vision

Foster regional collaboration to achieve sustainable communities through collaborative and responsible land use planning that fosters vibrant communities, preserves natural landscapes, and supports equitable and resilient development for present and future generations across the Fundy Region.

Goals

- Deliver modern and responsible Land Use Planning services.
- Enhance regional collaboration for consistent and improved development outcomes.
- Align planning documents with provincial legislation and develop a Regional Land Use Plan to manage sustainable development across the Region.

Actions

Introduce

P-1 Create modern and responsive planning regulations for Fundy-St. Martins, including an updated Rural Plan, Building By-law, and Subdivision By-law.



P-2 Create modern and responsive local planning regulations for the Fundy Rural District, including a local approach to subdivision through a revised private access policy.

P-3 Facilitate the development of regional planning guidelines that outline common standards, principles, planning rules, and opportunities to amend planning regulations to align with forthcoming Statements of Provincial Interest.

P-4 Engage planning professionals, stakeholders, and the public in the development of a Regional Land Use Plan that takes a systems-based approach and considers regional growth patterns, natural resource management, Climate Change impacts and adaptation, transportation networks, and community development objectives.

Study

P-5 Investigate and pilot enhanced and collaborative planning and building inspection services for existing communities, additional communities, and the region.

Advocate

P-6 Explore opportunities and advocate for Local Governments to play an enhanced approvals role in select provincial approvals that have direct impact on local land development.

Partner

P-7 Explore opportunities for resource sharing to improve capacity for planning and development across the Fundy Region.

P-8 Implement a collaborative platform for Planning Directors and staff in the Region to share current efforts, best practices, exchange knowledge, and promote collaboration.

2.1. Community Development

FRSC plays an important role in ensuring a coherent regional vision and plan in areas such as affordable housing, newcomer settlement services and diversity promotion, social inclusion and healthy communities. In 2024, this will expand to include an additional social focus to provide a regional approach to address challenges posed by a growing vulnerable population in the Fundy region, including homelessness, poverty reduction, and mental health.

Profile

The Fundy Region has a wealth of social agencies, public and private service providers, and advocacy groups focused on supporting the residents of the Region. There has been great strides made in recent years in improving outcomes, but the Region is faced with new and evolving challenges. There is a high rate of child poverty which is directly correlated to a variety of social issues including housing, education, social inclusion, and economic disparity. The region is experiencing population growth at new levels with the annual rate of immigration being over 1000 people per year in recent years. Retention of these new populations, specifically newcomers, is critical to the health and longevity of the region. Having access to safe, affordable housing is the basis for socio-economic well-being. With increasing population in the Region comes added pressure on the housing market. Vacancy rates are low with the regional vacancy rate at approximately 1.6% and rental and market housing costs at record highs. The City of Saint John's Affordable Housing Action Plan is the region's only strategy aiming to incrementally increase housing stock and broaden access to adequate housing. The residents of the Fundy Region do not currently have equitable access to the basic markers of a healthy community. Social cohesion, access to basic needs, safety, economic opportunities, engagement in one's community, and personal well-being are currently influenced by where you live in the region



**1000 people per
year immigrating to
the region**

**Saint John CMA
vacancy rate is
approximately
1.6%**

Strategic Assessment

Collaborative Community Development

The Fundy Region currently has a strong culture of collaboration and excellence in community development service delivery and recognizes the power of partnerships to address challenges. The Fundy Regional Strategy aims to foster even greater collaboration and focus through sharing resources and aligning efforts to create a unified vision for community development in aims of bringing about transformational change.

Newcomer Settlement and Diversity Promotion

The FRSC recognizes existing newcomer settlement agencies play a crucial role in supporting newcomers and celebrating diversity across the Region. The Fundy Regional Strategy will explore efforts to enhance collaboration among these agencies, facilitate resource-sharing and explore opportunities to expand their reach into rural areas and under-served communities.

Social Inclusion

Promoting social inclusion ensures equal opportunities for all, irrespective of race, gender, age, sexual orientation, ability, or income, fostering participation, and representation. Equitable access to programs and services is vital, requiring inclusive opportunities and monitoring key indicators. The Fundy Regional Strategy seeks to collaborate with the many stakeholders and partners in this mandate area across the region to facilitate data-informed consultative processes to understand and improve equity and inclusion outcomes.

Affordable Housing

Across the Fundy Region, there are many agencies, non-profits, local governments, and the Provincial government providing services related to the provision of affordable housing. In 2023, the City of Saint John approved an Affordable Housing

Action Plan, but there are disparities in how other local governments in the Region are creating plans and strategies to address housing accessibility and affordability. The Fundy Regional Strategy aims to assess the current housing landscape, including data collection and engagement with stakeholders, and address legislative barriers to identify opportunities for improvement with the provision of affordable housing.

Healthy Communities

Promoting holistic well-being encompasses social, environmental, and economic factors. Healthy Communities prioritize access to resources like arts, education, healthcare, recreation, safe environments, food security, employment, transportation, housing, community services, and overall civic engagement. Socio-political and economic forces impact community health. Collaborative efforts by networks, groups, and authorities drive community development, addressing priorities identified through consultations and assessments. Many organizations in the Fundy Region exist in this space and the FRSC will support and facilitate partnership discussions to advance actions that enhance community health and well-being.

Homelessness, Poverty Reduction & Mental Health

As a region with a significant urban center in Saint John, Fundy faces challenges such as elevated rates of homelessness, poverty, including child poverty, and a growing demand for mental health support services. Numerous agencies, non-profits, and government organizations contribute to addressing these issues. In 2024, the FRSC aims to assume a strategic facilitation and coordination role, fostering collaboration among programs and services throughout the region to achieve enhanced outcomes.

Vision

Empowering communities, fostering inclusivity, and improving health and well-being outcomes through collaborative community development initiatives.

Goals

- Promote successful newcomer settlement and foster diversity through collaboration, engagement, and expanded access to services.
- Support the equitable access to programs and services, collaborate regionally, and support initiatives that enhance social inclusion for all across the Fundy Region.
- Advocate for an inclusive approach to housing, reduced legislative barriers, and comprehensive data to understand and meet regional housing needs.
- Enhance community health outcomes by expanding effective programs and sharing best practices.

Actions

Introduce

- CD-1** Develop a regional community development asset map in partnership with key stakeholders that catalogs programs and services related to community development and its mandate.
- CD-2** Launch and implement a new Dial-A-Ride program by fall 2023 to provide flexible and accessible transportation to programs and services for underserved populations and communities within the region.
- CD-3** Facilitate an annual Community Development symposium to facilitate shared learning, avoid duplication of efforts and resources, and create and report on annual work plans and outcomes related to community development and its mandate.
- CD-4** Evaluate the Community Development Committee's membership structure and terms of reference to ensure representation and efficiency and propose recommendations for an inclusive and effective committee composition by March 1st, 2024.

Study

- CD-5** Aligning with provincial and national frameworks and with input from data stakeholders, develop a comprehensive, measurable Poverty Reduction Strategy to enhance initiatives that will effectively address poverty in the Fundy Region.
- CD-6** Collect and analyze data to understand the needs of communities, their social determinants of health, and identify gaps to support improved healthy community outcomes.

Partner

CD-7 Partner with key stakeholders to promote cultural awareness, diversity and inclusion with educational institutions, professional associations, agencies, and employers in the Region.

CD-8 Explore and create opportunities to expand newcomer settlement agencies' reach into rural areas and underserved communities through outreach programs and tailored services.

CD-9 In partnership with service providers, consult community members within the region to enhance and support evidence-based programs and initiatives that address their specific needs

CD-10 Establish partnerships with data collection partners to tailor and obtain comprehensive data on housing needs, affordability, and gaps within the region.

CD-11 Collaborate with local governments and partners to share existing best practices and strategies that address housing suitability needs and gaps with the Region.

Advocate

CD-12 Advocate for the reduction of legislative barriers and increased government support to improve access to safe, secure and affordable housing.

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2.2. Regional Facilities

The FRSC is to drive continuous improvement in regional facilities, recreation programs, and cost-sharing initiatives, to create an environment where collaboration flourishes, outcomes are enhanced and the region thrives.

Profile

The Fundy Region has a wealth of recreation assets, programming, and amenities including the five facilities that are managed collaboratively. The five regional facilities are TD Station, the Canada Games Aquatic Centre, Imperial Theatre, the Saint John Trade and Convention Centre, and the Arts Centre. The region is also home to over 400 recreation assets with 100+ sports fields spread throughout the region.

The Fundy Region currently has:

- 400+ regional recreation assets
- 1 regional recreation master plan
- 5 local recreation master plans
- 5 established Regional Facilities

Strategic Assessment

Embracing a Legacy of Regional Facilities

The Fundy Region takes pride in its rich history of investing in and supporting regional facilities that enhance the quality of life for its residents.

Maximizing the Potential of Regional Operations

The Fundy Region recognizes the regional facilities: TD Station, the Imperial Theatre, Saint John Trade and Convention Centre, Saint John Arts Centre, and the Canada Games Aquatic Centre, are not just physical spaces but catalysts for economic growth and community engagement. By optimizing their operations, exploring innovative revenue streams, and leveraging partnerships, the region can unlock their full potential as hubs of creativity, entertainment, and economic vitality.

Local Government's Commitment to Community Facilities

Each local government within the Fundy Region demonstrates a strong commitment to providing diverse and accessible community facilities that cater to the unique needs and interests of their residents. Through ongoing investments and continuous improvement, local governments can foster a sense of community pride and belonging while creating opportunities for active living, cultural enrichment, and social interaction.

Collaboration for Cost-Sharing and Efficiency

The Fundy Region recognizes the power of collaboration and cost-sharing to optimize resources, reduce duplication, and achieve economies of scale in the operation and maintenance of regional facilities. By fostering stronger partnerships among local governments, community organizations, and private sector stakeholders, the region can maximize efficiency, increase financial sustainability, and ensure the long-term viability of its facilities.

Building on Success for Future Opportunities

The Fundy Region's track record of success in regional facilities and recreation positions it as a leader and source of inspiration for other regions in the province. By sharing best practices, actively participating in provincial and national networks, and embracing emerging trends and technologies, the region can further elevate its reputation, attract investment, and seize new opportunities for growth and innovation.

Vision

Expand upon the strong history of collaborative delivery of impactful and responsive programming and events in exceptional facilities through building a framework of trust and accountability between communities, operators, partners, and residents.

Goals

- Build a shared value proposition for the Regional Facilities.
- Attract impactful events and programming.
- Manage the Regional Facilities as world class assets.
- Develop an approach to future regional facilities and cost-sharing for recreation and arts program delivery.

Actions

Introduce

- F-1** Conduct a Regional Sport, Culture and Recreation Master Plan to understand the diversifying demands and regional priorities, programming and investments to maximize venue utilization, cost-recovery, and regional economic and quality of life impact.
- F-2** Investigate best practices for mandate-related board structure, and roles and responsibilities between boards, management, and the FRSC for existing Fundy regional facilities.
- F-3** Implement a financial oversight and performance evaluation system for existing regional facilities, including regular audits and analysis, to identify areas for improvement and to optimize revenue generation and cost savings
- F-4** Work with local governments, the Province, and arts and culture partners from across the region in the development of an “arts and culture” policy to support the growth of the arts and culture community across the region.

Study

- F-5** Define clear criteria for distinguishing regional, sub-regional and local facilities, in order to inform planning, funding, and partnership opportunities
- F-6** Build on the established criteria found in the Regional Facilities Committee’s terms of reference to identify needs, locations, and criteria when establishing regional and sub-regional facilities.

F-7 Create a sustainability program to support regional facilities in their effort to maximize the impact of their programming and facilities while also respecting the financial investment from the Fundy region.

Partner

F-8 In collaboration with the Regional Facilities operators, articulate the value proposition of the five facilities and articulate it through effective communication and marketing strategies to the region and beyond.

Advocate

F-9 The FRSC will seek financial support from federal and provincial sources to assist with members' added costs associated with the existing regional facilities.

F-10 The FRSC will work with local communities and partners to define the highest priority infrastructure and advocate to the provincial and federal governments for appropriate investment and contributions.



2.3. Economic Development and Tourism Promotion

Coordinate, collaborate and deliver successful, regional economic development and tourism promotion services

Profile

The Fundy Region, centred on Saint John has historically been the economic hub of the Province. In 2019 the GDP of Greater Saint John was \$6.5B according to Statistics Canada. Amid a rapidly evolving global economic context, economic trends across the region are showing optimistic and favourable trends. Fueled by the terminal upgrades and increased container capacity as part of the Port Saint John's Modernization project, port cargo tonnage is reaching new heights in 2022, exceeding 100,000 TEUs. With continued expansion and growing volumes, the Port of Saint John is expected to continue to position the region for strong economic performance in the coming decades.

With a rebounding tourism sector, visitors to the region have increased 34% from 2020. Tourism is rebounding as the region continues to recover from economic challenges related to COVID-19. The overall number of visitors during 2022 was 975,000, a 50% increase from the previous year. Cruise Ship passengers have increased to by nearly 195,000 from 2020, and hotel revenues are up by over 30% from the previous year. With some of the Province's richest tourism resources, centred on the Fundy Trail and Fundy-St. Martins, the region is poised to continue to be a leader in tourism development and promotion into the future.

The employment rate in the region has increased to 88%, with strong sectors in sales and services occupations, business and administration, trades, transportation and equipment operations, education and government services, and healthcare. As of 2022, the average income in the Fundy Region is \$88,574, up from \$76,428 in 2016.



2.3.1. Strategic Assessment

Envision Saint John - The Regional Growth Agency

With the expanded mandate for the FRSC of Economic Development and Tourism Promotion, the Fundy Region is well positioned and, in many ways, experts in regional collaboration in this field. In 2020, the Region amalgamated tourism, real estate and economic development agencies under one umbrella agency, Envision Saint John.

In 2021, Envision Saint John launched the agency's new strategic plan, the Regional Growth Agency Strategic Vision which has three focused long-term outcomes: increased population, increased tax base, and improved brand perception of the Saint John region. In 2023, the FRSC entered into a service agreement with Envision Saint John to deliver Fundy's Economic Development and Tourism Promotion services.

On April 27th, 2023, the FRSC Board adopted the following resolution: "To adopt the existing Envision Saint John Regional Economic Development and Tourism Promotion Strategic Plan and KPIs as the FRSC's Economic Development and Tourism Strategic Plan and KPIs. The document is appended to this Strategy.

Vision

Promote a region that embraces growth, aligns economic development and tourism services, and delivers meaningful impact.

Goal

- Maintain a collaborative partnership with Envision Saint John to drive the successful implementation of the Regional Growth Agency's Strategic Plan, fostering mutual accountability and maximizing the collective impact on economic development and tourism promotion.





2.4. Solid Waste

To provide progressive disposal and resource recovery systems for solid waste with a focus on public education, continuous improvement, and sustainability for current and future generations of stakeholders in the Fundy Region.

Profile

Solid Waste in the Fundy Region is managed through Crane Mountain Landfill, located on the northwest boundary of Saint John. The modern landfill, which opened in 1997, is a fully integrated operation that also includes construction and demolition, recycling, organics and electrical generation facilities.

In 2022, the region transitioned to full curbside garbage, recycling, and compost collection, with the exception of Grand Bay-Westfield, whose residents bring waste directly to the Crane Mountain Landfill. The region sent 66,000 tonnes of garbage to landfill, 17,000 tonnes to C&D, 3,500 tonnes to recycling and 7,200 tonnes to organics for compost. The waste-to-energy facility, that captures methane gas from the landfill to produce electricity for buildings on site, also sold 928 Mwh of electricity to Saint John Energy - the equivalent of powering 109 homes monthly! In addition, the City of Saint John introduced their new "Waste Wise Program" that included new curbside recycling collection, continued green cart compost collection, and limits on garbage through a designated cart and two dollar (\$2) "bag tag" system. In the first two months, there was a 40% reduction in the amount of waste going to landfill, for a diversion rate of 47%.

Crane Mountain Landfill is regulated under the authority of the New Brunswick Department of Environment and Local Government. As such, it is designed with enhanced environmental protection features including landfill liners for the protection of groundwater from leachate, retention ponds for the collection of

surface water, and a landfill gas collection system for greenhouse gas destruction and the production of electricity. Currently, leachate captured by the landfill liner is trucked off-site to the Lancaster Sewage Lagoon in west Saint John. As regulations shift and the impacts of climate change continue to threaten the region, Crane Mountain Landfill is committed to exceeding requirements and developing opportunities to maximize benefits to stakeholders in the Fundy Region.

Strategic Assessment

Shifting Operational Landscape

Exciting changes are underway in the waste management landscape for the FRSC. Recycle NB's approval of an Extended Producer Responsibility (EPR) plan for Printed Paper and Packaging (PPP) signifies a major shift. Packaging producers, represented by Circular Materials, will assume responsibility for recycling collection and processing from local governments and the FRSC starting in May 2023. This transition promises a more efficient operational landscape and enhanced recycling practices.

Regulatory Framework and Environmental Initiatives

In parallel, the FRSC has actively participated in shaping proposed regulations by the Federal Government for landfill methane emissions. These regulations expand requirements beyond current systems starting in 2024, reflecting a commitment to sustainable waste management practices. Additionally, the Province's new Strategic Action Plan for Solid Waste Management aims to reduce provincial landfill waste. The FRSC's contributions to this reduction will be measured, highlighting their dedication to environmentally conscious waste management.

Infrastructure Optimization and Resilience

To optimize infrastructure, the FRSC plans to conduct an Environmental Impact Assessment (EIA) in June 2023 to extend Crane Mountain Landfill's lifespan until 2070. This aligns with successful EIA examples from other landfills, ensuring a sustainable waste management system. Furthermore, the FRSC acknowledges challenges posed by increasing storm frequency, limited material supply, equipment availability, and cost pressures. They are actively developing resilient strategies to address these issues and ensure sustainable waste management practices.

Through comprehensive and forward-thinking actions, the FRSC aims to transform waste management, promote sustainability, and optimize operations for a more efficient and environmentally conscious future. By shifting the operational landscape, embracing regulatory frameworks and environmental initiatives, and investing in infrastructure optimization and resilience, the FRSC is poised to lead the way in sustainable waste management practices.

Vision

To promote the further reduction of waste by promoting individual and corporate responsibility and developing the waste system as an integrated resource to the community.

Goals

- Achieve sustainable and efficient solid waste management and landfill operations in the Fundy Region.
- Review known long-term opportunities, positive or negative, that have developed from recent external impacts to the solid waste management industry in the Fundy Region and recommend a path forward to the Board.



Actions

Introduce

SW-1 Develop a solid waste strategy 2025-2030 consistent with the newly published New Brunswick “Strategic Action Plan for Solid Waste Management 2023-2030” that integrates the results of the new landfill capacity EIA, new collection study and new federal/ provincial regulations.

SW-2 Create an audit process to assess the contamination of diversion materials for purposes of communication, education and proper billing allocation.

SW-3 Explore, develop, and champion “bag limit” initiatives for member communities.

SW-4 Research and develop a plan that tracks landfill odours and effectively communicates updates to stakeholders.

SW-5 Create an audit process to assess the diversion of materials, ensuring compliance with waste management goals and identifying improvement outcomes

SW-6 Develop and implement a forest fire mitigation program to address potential risks and enhance safety measures in Crane Mountain’s operations.

SW-7 Identify and monitor the gaps in diversion program access and develop a plan to address these gaps.

SW-8 Explore additional revenue-generating opportunities within the operations of Solid Waste management, leveraging innovative approaches to support financial sustainability.

Study

SW-9 Study Landfill Gas (LFG) Utilization alternatives to Electrical Generation and recommend a path forward to the Board by June 30 2024

SW-10 Investigate and evaluate alternatives to trucking leachate

SW-11 Explore and propose new opportunities to mitigate the increasing costs of operating Crane Mountain Landfill through the identification of other revenue integration or tactical cost control processes.

2.5. Administration, Governance, and Collaboration

As the Fundy Region Service Commission (FRSC) embarks on its expanded mandate, it recognizes the need to adapt and strengthen its corporate administration to effectively manage the diverse and evolving demands of this new phase. The expansion of responsibilities brings with it increased complexities and challenges, requiring the FRSC to establish new processes, build capacity, and allocate resources strategically. By proactively addressing these requirements, the FRSC will ensure it is well-equipped to fulfill its mandate, foster collaboration, and drive positive outcomes for the communities it serves. Through a focus on innovation, efficiency, and effective governance, the FRSC aims to maintain a balance between efficiency and effectiveness within its administration framework that supports the realization of its vision and goals in the Fundy Region.



Goal

- Strengthen the FRSC's corporate administration to effectively manage expanded responsibilities and foster collaboration for positive outcomes in the Fundy Region.

Actions

Introduce

- A-1** Conduct an audit of existing FRSC standard operating procedures and develop an action plan to enhance and implement them.
- A-2** Incrementally implement the recommendations outlined in the Fundy Regional Strategy that outline minimum human resource needs to achieve the implementation of the Strategy.
- A-3** Build and implement an awareness and education campaign to inform stakeholders about the expanded FRSC mandate and its significance.
- A-4** Introduce integrated communications and processes to more effectively involve local government councils in the work and outcomes of the FRSC.
- A-5** Introduce an FRSC scorecard for the implementation of the Fundy Regional Strategy, integrating annual targeting and measurement of the FRSC work plan
- A-6** The FRSC will establish a platform and medium for greater inter-local government/rural district administrative interaction to facilitate the exchange

of best practices, innovative ideas, opportunities for regional partnerships, and professional growth. This space will allow for meaningful interactions that contribute to regional opportunities and enhance the delivery of the FRSC mandate, providing value for each local government/rural district

A-7 The FRSC will develop an annual inventory of regional "advocacy" and "partnership" priorities to be presented to the Government of New Brunswick and the Government of Canada. This proactive approach aims to advance the highest priorities for the Fundy Region and advocate for necessary support and investment.

A-8 Report back to FRSC Board by mid-2024 and mid-2026 on needed adjustments on the terms of reference of each committee.

A-9 Introduce updated procedural by-law to integrate facets of new mandate and expectations of strategic plan.

Study

A-10 Develop terms of reference for the scope and expectations of the FRSC Executive, in order to align with new demands and needed executive level oversights.

A-11 Develop a customer and partner satisfaction survey program, in order to collect feedback on the Commission's commitment to service excellence and to contribute to the Commission's culture of continuous improvement.

A-12 Complete a review of the Regional Strategy prior to 2026 and invite necessary adjustments prior to the completion of the strategy in 2028.

A-13 The FRSC will develop annual work plans that support the delivery of the Regional Strategy, which will align with the FRSC budget development process.

A-14 The FRSC will report on the progress of the Regional Strategy annually through its annual report.

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4. Implementation

The Regional Strategy is an ambitious 5 year plan that is responsive to the substantial expansion of the regional mandate and the unique Fundy context. As the FRSC works to achieve the actions set out in the strategy and enhance the value added to the member communities, resourcing considerations will be top of mind. An appropriate level of resourcing will support the FRSC in developing strong expertise across mandates, allowing a nimble, adaptive approach that is responsive to the broad expectations under each area of responsibility.

The FRSC is supported by a relatively small but extremely productive and adaptive team of administrators, who have a long history of delivering service outcomes for customers and regional partners. The implementation of the Regional Strategy will continue to require creativity and partnership to achieve the expected resourcing requirements, including the Commission's ability to leverage third party funding. The Commission's Chief Executive Officer and the Board of Directors will need to create an incremental resourcing plan to support this required workload. To support this exercise, this Strategy does seek to strike a balance of small projects and achievable wins earlier on in the plan's timeframe, and longer and more complex projects towards the horizon of five years.

The Implementation section provides insight into the FRSC's work plan for the next 5 years. Actions are consolidated and presented by mandate area with insights into resourcing requirements. The framework for a scorecard is also outlined, setting the stage for measurable and recurring accountability.

Implementation: Performance Indicators and Scorecard

To ensure successful strategy implementation, the FRSC will establish performance indicators and a scorecard system. This framework enables progress tracking,

outcome measurement, and accountability. Key components of the implementation plan include:

1. **Performance Indicators:** Quantifiable metrics aligned with strategic priorities will measure progress. These indicators cover areas like operational efficiency, stakeholder satisfaction, and community engagement.
2. **Scorecard Development:** A structured scorecard presents performance indicators visually. It facilitates transparency, communication, and alignment among stakeholders, providing a shared understanding of strategic priorities.
3. **Continuous Improvement Mechanisms:** Regular reviews, evaluations, and stakeholder feedback drive ongoing improvement. Data analysis identifies trends and informs adjustments to strategies and actions.

Implementing performance indicators and a scorecard system empowers proactive decision-making, fosters accountability, and drives the FRSC toward achieving strategic objectives. The scorecard visualizes performance, highlighting successes and areas for attention. Through continuous monitoring, feedback, and adaptation, the FRSC remains responsive to changing needs and aligned with the Fundy Region's evolving priorities. A scorecard framework is attached to this document, as is an Action Strategy to guide the FRSC in the implementation of this strategy.

The Action Strategy includes estimated deadlines for each action. Priority and complexity are also evaluated to support planning for appropriate resourcing.

Estimated Deadlines

Immediate actions with quick win potential are identified as 2024 actions. Short term actions are assigned a deadline between 2024 and 2025. Medium term actions are set to be accomplished from 2026 and 2027. Some projects are slated to be accomplished at the end of the Regional Strategy's terms and are set at 2028 and beyond.

More to come prior to July 27, 2023!

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5. Glossary

1. Accessible: Refers to services, facilities, or resources that are easily approachable and available to all individuals, regardless of their abilities, disabilities, or circumstances.

2. Advocacy: The act of actively supporting or promoting a cause, idea, or policy to bring about positive change or address specific needs within a community or organization.

3. Cost-sharing: The practice of distributing the expenses or financial burden associated with a service, project, or initiative among multiple parties or stakeholders.

4. Cross-jurisdictional: Relating to activities, initiatives, or issues that involve multiple jurisdictions, such as different government bodies, regions, or administrative boundaries.

5. Equity: In the context of service delivery, equity refers to the fair and proportional allocation of resources, benefits, and opportunities to different individuals or groups based on their needs, circumstances, or characteristics. It involves scaling services to address disparities and ensure fairness in access, taking into account factors such as socioeconomic status, geographic location, and demographic characteristics.

6. Interoperability: The ability of different systems, organizations, or entities to work together effectively and efficiently by exchanging and using information or resources seamlessly.

7. Interagency: Relating to collaboration, coordination, or activities involving multiple agencies or organizations, particularly in areas of shared responsibility or shared objectives.

8. Leachate: The liquid that results from water percolating through waste materials, such as in landfills, which can contain various pollutants.

9. Multi-modal: Pertaining to or involving multiple modes of transportation, such as combining various means of travel like walking, cycling, public transit, or driving to reach a destination.

10. Multi-modal Level of Service: A measurement or assessment of the quality, efficiency, and effectiveness of a transportation system in accommodating different modes of travel and meeting user needs.

11. Region: A defined geographic area or territory that encompasses multiple municipalities, communities, or jurisdictions, the Fundy Region refers to the City of Saint John, Towns of Hampton, Grand Bay-Westfield, Quispamsis, and Rothesay, The Community of Fundy-St. Martin's, and the Fundy Rural District.

12. Regional Service Commission (RSC): An administrative body made up provides shared services, coordination, and planning support to multiple municipalities or communities within a specific region, in this context it refers to the Fundy Regional Service Commission

13. Partnerships: Collaborative relationships formed between individuals, organizations, or entities to achieve shared goals, foster mutual support, and leverage combined resources and expertise.

14. Stakeholders: Individuals, groups, or organizations who have a vested interest or are affected by a particular issue, decision, or project, and therefore have the potential to influence or be influenced by it

Appendix A - Fundy Regional Strategy Action Strategy

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Mandate	Theme	Action	Status	Priority	Complexity	Deadline
Regional Public Safety	Introduce	PS-1 Establish a regional subcommittee consisting of local Emergency Management Organization (EMO) representatives to strengthen collaboration and information sharing among EMOs, fostering effective coordination and regional preparedness.	Not started	Low	Low	2024
Administration, Governance and Collaboration	Study	A-10 Develop terms of reference for the scope and expectations of the FRSC Executive, in order to align with new demands and needed executive level oversights.	Not started	Low	Low	2024
Administration, Governance and Collaboration	Study	A-13 The FRSC will develop annual work plans that support the delivery of the Regional Strategy, which will align with the FRSC budget development process.	Not started	High	Medium	2024
Administration, Governance and Collaboration	Study	A-14 The FRSC will report on the progress of the Regional Strategy annually through its annual report.	Not started	High	Low	2024
Administration, Governance and Collaboration	Introduce	A-2 Incrementally implement the recommendations outlined in the Fundy Regional Strategy that outline minimum human resource needs to achieve the implementation of the Strategy.	Not started	High	Low	2024
Administration, Governance and Collaboration	Introduce	A-3 Build and implement an awareness and education campaign to inform stakeholders about the expanded FRSC mandate and its significance	Not started	Medium	Low	2024
Administration, Governance and Collaboration	Introduce	A-5 Introduce an FRSC scorecard for the implementation of the Fundy Regional Strategy, integrating annual targeting and measurement of the FRSC work plan	Not started	Medium	Low	2024
Administration, Governance and Collaboration	Introduce	A-8 Report back to FRSC Board by mid-2024 and mid-2026 on needed adjustments on the terms of reference of each committee.	Not started	Low	Low	2024
Community Development	Introduce	CD-1 Develop a regional community development asset map in partnership with key stakeholders that catalogs programs and services related to community development and its mandate.	Not started	High	Medium	2024
Community Development	Partner	CD-10 Establish partnerships with data collection partners to tailor and obtain comprehensive data on housing needs, affordability, and gaps within the region	Not started	High	Low	2024
Community Development	Introduce	CD-2 Launch and implement a new Dial-A-Ride program by Fall 2023 to provide flexible and accessible transportation to programs and services for underserved populations and communities within the region.	In progress	High	Medium	2024
Community Development	Partner	CD-7 Partner with key stakeholders to promote cultural awareness, diversity and inclusion with educational institutions, professional associations, agencies, and employers in the Region.	In progress	Medium	Medium	2024
Community Development	Introduce	CD-4 Evaluate the Community Development Committee's membership structure and terms of reference to ensure representation and efficiency and propose recommendations for an inclusive and effective committee composition by March 1st, 2024.	Not started	High	Medium	2024
Regional Facilities	Advocate	F-9 The FRSC will seek financial support from federal and provincial sources to assist with members' added costs associated with the existing regional facilities.	Not started	High	Low	2024
Regional Facilities	Study	F-5 Define clear criteria for distinguishing regional, subregional and local facilities, in order to inform planning, funding, and partnership opportunities	Not started	High	Medium	2024
Regional Facilities	Advocate	F-10 The FRSC will work with local communities and partners to define the highest priority infrastructure and advocate to the provincial and federal governments for appropriate investment and contributions.	Not started	High	Medium	2024
Land Use Planning	Introduce	P-1 Create modern and responsive planning regulations for Fundy-St. Martins, including an updated Rural Plan, Building By-law, and Subdivision By-law.	In progress	High	High	2024
Regional Public Safety	Introduce	PS-2 In collaboration with the Regional Transportation Committee, establish a train traffic and safety committee to provide support and guidance in managing increased rail volume and activity.	Not started	Medium	Low	2024
Solid Waste	Study	SW-9 Study Landfill Gas (LFG) Utilization alternatives to Electrical Generation and recommend a path forward to the Board by June 30 2024	In progress	High	High	2024
Regional Transportation	Partner	T-10 Engage with partners to develop a Sustainability Month to promote and grow sustainable transportation modes such as walking, cycling, rolling, transit, and carpooling, and explore ideas which incentivize sustainable modes, raises awareness and celebrates efforts across the region.	Not started	Medium	Low	2024
Regional Transportation	Study	T-4 Conduct a survey to identify underserved populations and communities within the region, collecting data on their transportation needs, challenges, and preferences, and based on the findings, develop actionable recommendations for targeted transportation initiatives to address their specific needs and improve accessibility.	Not started	High	Medium	2024
Administration, Governance and Collaboration	Introduce	A-1 Conduct an audit of existing FRSC standard operating procedures and develop an action plan to enhance and implement them	Not started	Low	Medium	2025
Administration, Governance and Collaboration	Introduce	A-6 The FRSC will establish a platform and medium for greater inter-local government/rural district administrative interaction to facilitate the exchange of best practices, innovative ideas, opportunities for regional partnerships, and professional growth. This space will allow for meaningful interactions that contribute to regional opportunities and enhance the delivery of the FRSC mandate, providing value for each local government/rural district	Not started	Low	High	2025
Administration, Governance and Collaboration	Introduce	A-9 Introduce updated procedural by-law to integrate facets of new mandate and expectations of strategic plan.	Not started	Medium	High	2025
Community Development	Advocate	CD-12 Advocate for the reduction of legislative barriers and increased government support to improve access to safe, secure and affordable housing.	Not started	High	Medium	2025
Community Development	Partner	CD-8 Explore and create opportunities to expand newcomer settlement agencies' reach into rural areas and underserved communities through outreach programs and tailored services.	Not started	Medium	Medium	2025
Community Development	Introduce	CD-3 Facilitate an annual Community Development symposium to facilitate shared learning, avoid duplication of efforts and resources, and create and report on annual work plans and outcomes related to community development and its mandate.	Not started	High	Low	2025
Regional Facilities	Partner	F-8 In collaboration with the Regional Facilities operators, articulate the value proposition of the five facilities and articulate it through effective communication and marketing strategies to the region and beyond.	Not started	High	Medium	2025
Regional Facilities	Introduce	F-2 Investigate best practices for mandate-related board structure, and roles and responsibilities between boards, management, and the FRSC for existing Fundy regional facilities.	Not started	Medium	Medium	2025
Land Use Planning	Introduce	P-2 Create modern and responsive local planning regulations for the Fundy Rural District, including a local approach to subdivision through a revised private access policy.	Not started	High	High	2025
Land Use Planning	Study	P-5 Investigate and pilot enhanced and collaborative planning and building inspection services for existing communities, additional communities, and the region.	Not started	High	Medium	2025
Land Use Planning	Partner	P-7 Explore opportunities for resource sharing to improve capacity for planning and development across the Fundy Region	Not started	Medium	Medium	2025

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Land Use Planning	Partner	P-8	Implement a collaborative platform for Planning Directors and staff in the Region to share current efforts, best practices, exchange knowledge, and promote collaboration.	Not started	High	Low	2025
Regional Public Safety	Advocate	PS-12	Annually advocate for enhanced funding from the Government of New Brunswick and the Government of Canada for regional public safety infrastructure, equipment, programming and training to enhance the safety and security of the Fundy Region	Not started	Low	Low	2025
Regional Public Safety	Study	PS-3	Complete a regional risk assessment to define common risk areas and local risks with a regional impact to enable targeted preparedness measures to enhance readiness and response.	Not started	Medium	High	2025
Regional Public Safety	Study	PS-4	Research opportunities for standardized guidelines and requirements for emergency response planning, to encourage consistency and efficiency across the region, and enable effective response to emergencies and disasters.	Not started	Medium	Medium	2025
Regional Public Safety	Study	PS-6	Review existing mutual aid agreements to identify areas for improvement to enhance consistency and maximize response effectiveness.	Not started	Medium	Low	2025
Solid Waste	Introduce	SW-1	Develop a solid waste strategy 2025-2030 consistent with the newly published New Brunswick "Strategic Action Plan for Solid Waste Management 2023-2030" that integrates the results of the new landfill capacity EIA, new collection study and new federal/ provincial regulations.	Not started	High	High	2025
Solid Waste	Study	SW-10	Investigate and evaluate alternatives to trucking leachate	Not started	Medium	Low	2025
Regional Transportation	Introduce	T-2	Develop and implement a regional "Share the Road" campaign, focusing on raising awareness, promoting safe and respectful interactions between different road users, and educating the community on the importance of sharing the road to improve overall road safety and reduce accidents.	Not started	High	Low	2025
Regional Transportation	Advocate	T-8	Engage in collaborative partnerships with Local Governments, the Fundy Rural District, and community organizations to advocate for transportation equity, leveraging collective influence to secure funding for infrastructure and service improvements that address the identified transportation needs of underserved populations and communities within the region, including initiatives such as the Great Trail and rural transit.	Not started	Medium	Medium	2025
Regional Transportation	Advocate	T-9	Work with all levels of government to enhance funding opportunities to facilitate regional transportation initiatives and priorities.	Not started	Medium	Medium	2025
Administration, Governance and Collaboration	Study	A-12	Complete a review of the Regional Strategy prior to 2026 and invite necessary adjustments prior to the completion of the strategy in 2028.	Not started	Medium	Medium	2026
Administration, Governance and Collaboration	Introduce	A-4	Introduce integrated communications and processes to more effectively involve local government councils in the work and outcomes of the FRSC	Not started	Low	Low	2026
Community Development	Partner	CD-9	In partnership with service providers, consult community members within the region to enhance and support evidence-based programs and initiatives that address their specific needs	Not started	Medium	Medium	2026
Community Development	Partner	CD-11	Collaborate with local governments and partners to share existing best practices and strategies that address housing suitability needs and gaps with the Region.	Not started	Medium	Medium	2026
Regional Facilities	Introduce	F3	Implement a financial oversight and performance evaluation system for existing regional facilities, including regular audits and analysis, to identify areas for improvement and to optimize revenue generation and cost savings	Not started	Medium	High	2026
Regional Facilities	Study	F-6	Build on the established criteria found in the Regional Facilities Committee's terms of reference to identify needs, locations, and criteria when establishing regional and subregional facilities.	Not started	Medium	Medium	2026
Land Use Planning	Introduce	P-3	Facilitate the development of regional planning guidelines that outline common standards, principles, planning rules, and opportunities to amend planning regulations to align with forthcoming Statements of Provincial Interest.	Not started	High	Medium	2026
Regional Public Safety	Study	PS-5	Create an inventory of regional public safety assets, identifying gaps and collaborative opportunities, to determine the need for expanded or new assets to enhance regional collaboration.	Not started	High	Medium	2026
Regional Public Safety	Study	PS-7	Compile an inventory of existing public safety training programs to amalgamate training implementation between agencies, enhance resource optimization and improve efficiency and effectiveness of the training being provided	Not started	Medium	Low	2026
Regional Public Safety	Partner	PS-8	Support agencies in the implementation of a standardized joint incident command structure for major emergencies involving multiple agencies through a Regional Procedural and Policy Manual for all public safety agencies in the region.	Not started	High	High	2026
Solid Waste	Introduce	SW-4	Research and develop a plan that tracks landfill odours and effectively communicates updates to stakeholders.	Not started	Medium	Medium	2026
Regional Transportation	Study	T-3	Investigate the merits of a regional travel survey that collects travel patterns and behaviour data that informs transportation planning and decision-making processes for local policy, decision-makers, and developers.	Not started	Low	Low	2026
Regional Transportation	Advocate	T-6	Collaborate with government agencies, policymakers, and industry stakeholders to identify and subsequently advocate for legislative changes that remove barriers, streamline processes, and address cross-jurisdiction challenges hindering transportation service enhancements.	Not started	High	Medium	2026
Administration, Governance and Collaboration	Introduce	A-7	The FRSC will develop an annual inventory of regional "advocacy" and "partnership" priorities to be presented to the Government of New Brunswick and the Government of Canada. This proactive approach aims to advance the highest priorities for the Fundy Region and advocate for necessary support and investment.	Not started	Low	Low	2027
Community Development	Study	CD-6	Collect and analyze data to understand the needs of communities, their social determinants of health, and identify gaps to support improved healthy community outcomes.	Not started	Medium	High	2027
Regional Facilities	Introduce	F-1	Conduct a Regional Sport, Culture and Recreation Master Plan to understand the diversifying demands and regional priorities, programming and investments to maximize venue utilization, cost-recovery, and regional economic and quality of life impact.	Not started	Medium	High	2027
Regional Facilities	Study	F-7	Create a sustainability program to support regional facilities in their effort to maximize the impact of their programming and facilities while also respecting the financial investment from the Fundy region.	Not started	Medium	High	2027
Regional Public Safety	Partner	PS-10	Support agencies in the implementation of a standardized communication system to ensure compatibility, interoperability, and real-time information sharing among agencies to improve collaboration and coordinated response capabilities.	In progress	Medium	High	2027
Regional Public Safety	Partner	PS-9	Support agencies in implementing an after-incident review process to systematically evaluate and analyze major incidents or emergencies, identify improvement opportunities, and develop targeted training outcomes to enhance ongoing skill development and preparedness.	Not started	Medium	High	2027
Solid Waste	Introduce	SW-3	Explore, develop, and champion "bag limit" initiatives for member communities.	Not started	Medium	Medium	2027
Solid Waste	Study	SW-8	Develop and implement diversion strategies for non-residential properties, ensuring their inclusion in the collection program to enhance waste reduction efforts	Not started	Medium	Medium	2027
Solid Waste	Introduce	SW-5	Create an audit process to assess the diversion of materials, ensuring compliance with waste management goals and identifying improvement outcomes	Not started	Medium	Medium	2027

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Regional Transportation	Introduce	T-1	Create Multimodal Level of Service (MMLoS) guidelines for the Fundy Region, establishing performance measures and criteria to evaluate transportation modes, enabling standardized evaluation of transportation and traffic conditions for informed decision-making and efficient, accessible transportation systems.	Not started	Low	High	2027
Regional Transportation	Advocate	T-7	In collaboration with the Public Safety committee, the Provincial Government, local governments, and rail operators develop a set a recommendations to improve the impact on local communities in terms of traffic delays and noise from increased rail activity.	Not started	High	Medium	2027
Administration, Governance and Collaboration	Study	A-11	Develop a customer and partner satisfaction survey program, in order to collect feedback on the Commission's commitment to service excellence and to contribute to the Commission's culture of continuous improvement.	Not started	Low	Low	2028
Regional Facilities	Introduce	F-4	Work with local governments, the Province, and arts and culture partners from across the region in the development of an "arts and culture" policy to support the growth of the arts and culture community across the region.	Not started	Medium	Medium	2028
Land Use Planning	Advocate	P-6	Explore opportunities and advocate for Local Governments to play an enhanced approvals role in select provincial approvals that have direct impact on local land development.	Not started	Low	High	2028
Regional Public Safety	Partner	PS-11	Support agencies in regular joint exercises and simulations to test and improve interoperability and develop targeted training outcomes.	Not started	Low	Low	2028
Solid Waste	Introduce	SW-2	Create an audit process to assess the contamination of diversion materials for purposes of communication, education and proper billing allocation.	Not started	Medium	Medium	2028
Solid Waste	Study	SW-11	Explore and propose new opportunities to mitigate the increasing costs of operating Crane Mountain Landfill through the identification of other revenue integration or tactical cost control processes.	Not started	Low	High	2028
Solid Waste	Introduce	SW-7	Identify and monitor the gaps in diversion program access and develop a plan to address these gaps.	Not started	Medium	Medium	2028
Regional Transportation	Study	T-5	Conduct an in-depth analysis of regional growth projections, population shifts, and transportation demands to inform the development of a future-focused regional transportation master plan that effectively addresses the anticipated growth needs, ensuring the implementation of efficient and sustainable transportation systems that support the region's development.	Not started	Medium	High	2028
Community Development	Study	CD-5	Aligning with provincial and national frameworks and with input from data stakeholders, develop a comprehensive, measurable Poverty Reduction Strategy to enhance initiatives that will effectively address poverty in the Fundy Region.	Not started	Low	High	2028+
Land Use Planning	Introduce	P-4	Engage planning professionals, stakeholders, and the public in the development of a Regional Land Use Plan that takes a systems-based approach and considers regional growth patterns, natural resource management, Climate Change impacts and adaptation, transportation networks, and community development objectives.	Not started	Low	High	2028+
Solid Waste	Introduce	SW-6	Develop and implement a forest fire mitigation program to address potential risks and enhance safety measures in Crane Mountain's operations.	Not started	High	Medium	2028+



STRATEGIC VISION



ROADMAP FOR GROWTH

Message from the CEO & Board Chair

Since our inception on January 1, 2021, Envision Saint John: The Regional Growth Agency has embarked on an ambitious mission to build a roadmap for growth for the Saint John region. From our Board of Directors to every member of our team, collectively, we have been hard at work in laying the foundation and setting in motion a framework that sets the strategic direction to accelerate a new model for economic growth in New Brunswick that is being recognized as a game-changer.

We have been moving swiftly and deliberately, setting a pace for the work ahead. With clarity and focus we will drive outcomes that are meaningful by growing the population, increasing the municipal property tax base, and enhancing our regional brand perception. Additionally, we will focus on the intangible outcomes too, like the vitality of our community. Not only will we see the results, but we will feel them.

How we grow matters – environmental and social issues will be part of the conversation. When we talk about growth – it’s growth where no one is left behind. We are also not so naive to believe that we have all the answers and are singularly tasked for growing the region. Make no mistake – this will take a collective effort – as we build on the momentum of current successes. Everyone has a role to play and alignment with our partners is critical. This strategic vision outlines how Envision Saint John will play that coordinating role for our region; how we serve our community holistically and authentically. We will be quarterbacking this work while our value proposition and guiding principles will keep us focused. Our strategic vision is a living document that we will evaluate and evolve to meet the needs of the ecosystem. This is not

a traditional economic growth strategy but a strategic visioning tool that will guide our team and Board as we embark on what could be the most important 10 years in our region’s history - always asking “who will we be in one generation?”

Our strategic vision will be supported with annual business plans and detailed workplans that outline specific activities that will lead to growth. We will also be linking meaningful Key Performance Indicators (KPIs) to validate and inform the growth opportunities, activities, and outcomes.

Amid a global pandemic, New Brunswick has become highly desirable overnight. This global disruption has created a new context for who we are. And this global reset means we are all at the same starting line.

Our future is ours for the making – ours for the taking.

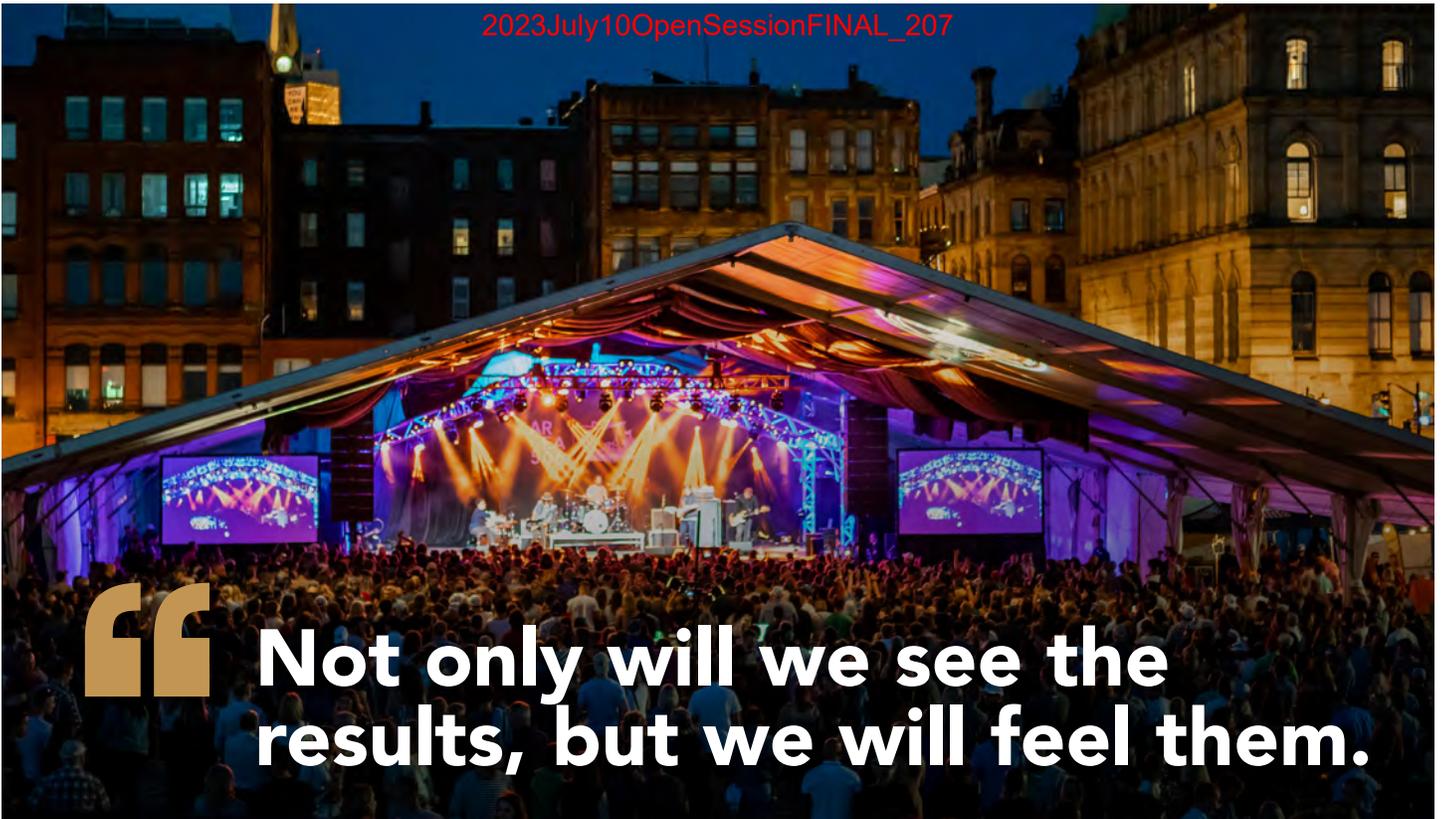
Let’s continue to build on a better future, together.



Paulette Hicks
CEO



Al Walker
Board Chair



“ Not only will we see the results, but we will feel them.”

Picture this

A generation from now, the Saint John region's population has soared. People are drawn to the community for the great career opportunities and desired quality of life. We are known as global leaders in key business sectors. The Saint John region is recognized on the global stage – our place brand is strong, and our residents are proud ambassadors. The growth has dramatically boosted municipal property tax revenues, enabling more investment in programs and infrastructure. This creates a virtuous cycle of growth as more and more people want to get in on the good thing we have going here. And ultimately, all of our children and grandchildren, if they so wish, will have the opportunity to choose New Brunswick to live and work.

Envision our potential.

- 1,000,000 people now call New Brunswick home.
- Our region has increased its population by 25,000.
- The City of Saint John is the thriving core with a strong cluster of employment and culture in the heart of our region.
- The skills of our workforce are harmonized with employment opportunities.
- Robust provincial and national talent pipelines align with employment opportunities and the quality of our talent pool is the envy of our neighbours.
- The growing working population is drawn to the abundance of career opportunities and quality of life.
- We are recognized as global leaders in key business sectors - in mature sectors like Energy and Logistics, as well as emerging sectors such as Digital Health.
- Our place brand is strong and distinct, and our residents are demonstrating pride of place.
- New tourism product populates our coastline, from the Fundy Trail to the Kennebecasis River, and attracts visitors from around the world.
- New Brunswick and the Saint John region are recognized on the global stage for our innovation, leadership, and generosity.

Why the Saint John region

The Saint John region is a place for people who want more flexibility to focus on what matters to them – leading to a more authentic and fulsome life where they feel they belong.

The region, with a vibrant city at its core, is a place where you can discover your personal balance with both urban experiences and natural wonders – allowing you to live a life that inspires.

As Canada's first incorporated city, Saint John has the history to understand the importance of acceptance and diversity to the fabric of life - a place where anyone can establish real roots and grow.

Saint John is more than a city. It's truly a unique region. Its bond, steeped in history, bolstered by pride of place, and strengthened in a shared vision for future growth. We know if Saint John succeeds the region succeeds. When the region succeeds, New Brunswick succeeds.



“ We know if Saint John succeeds, the region succeeds. When the region succeeds, New Brunswick succeeds.”

WHO WE ARE

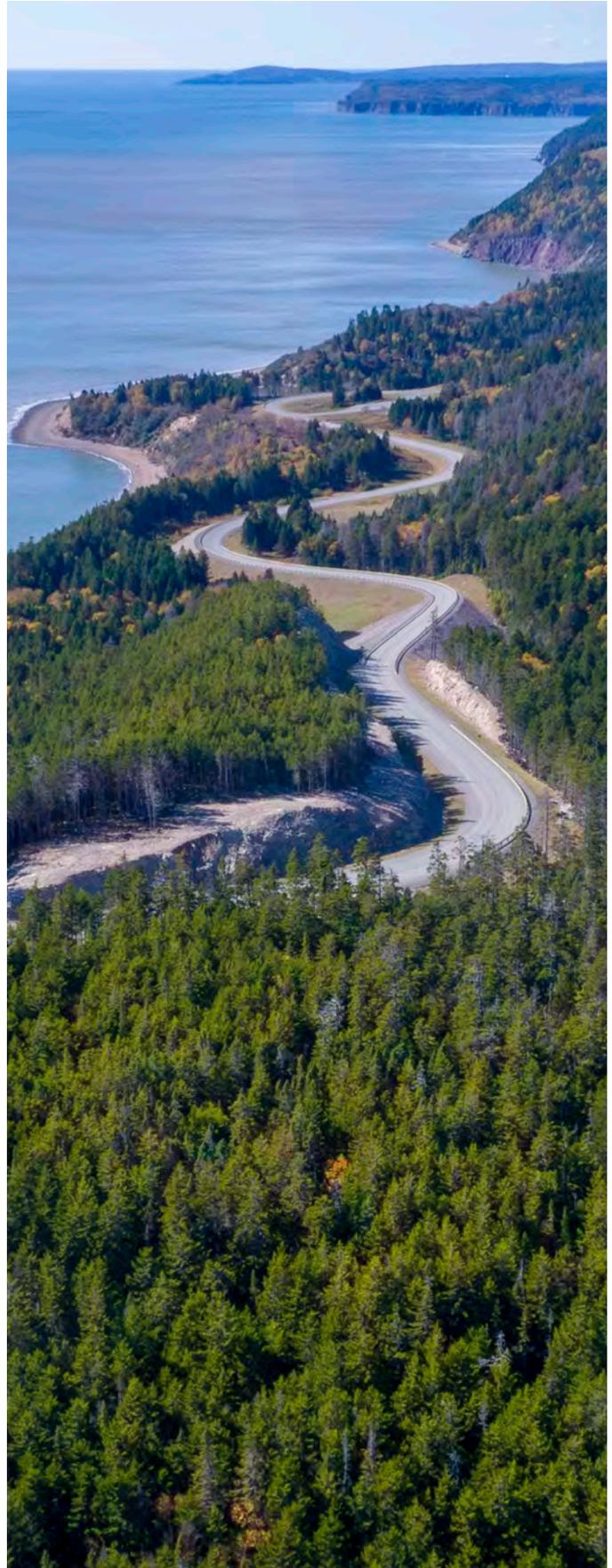
The Regional Growth Agency

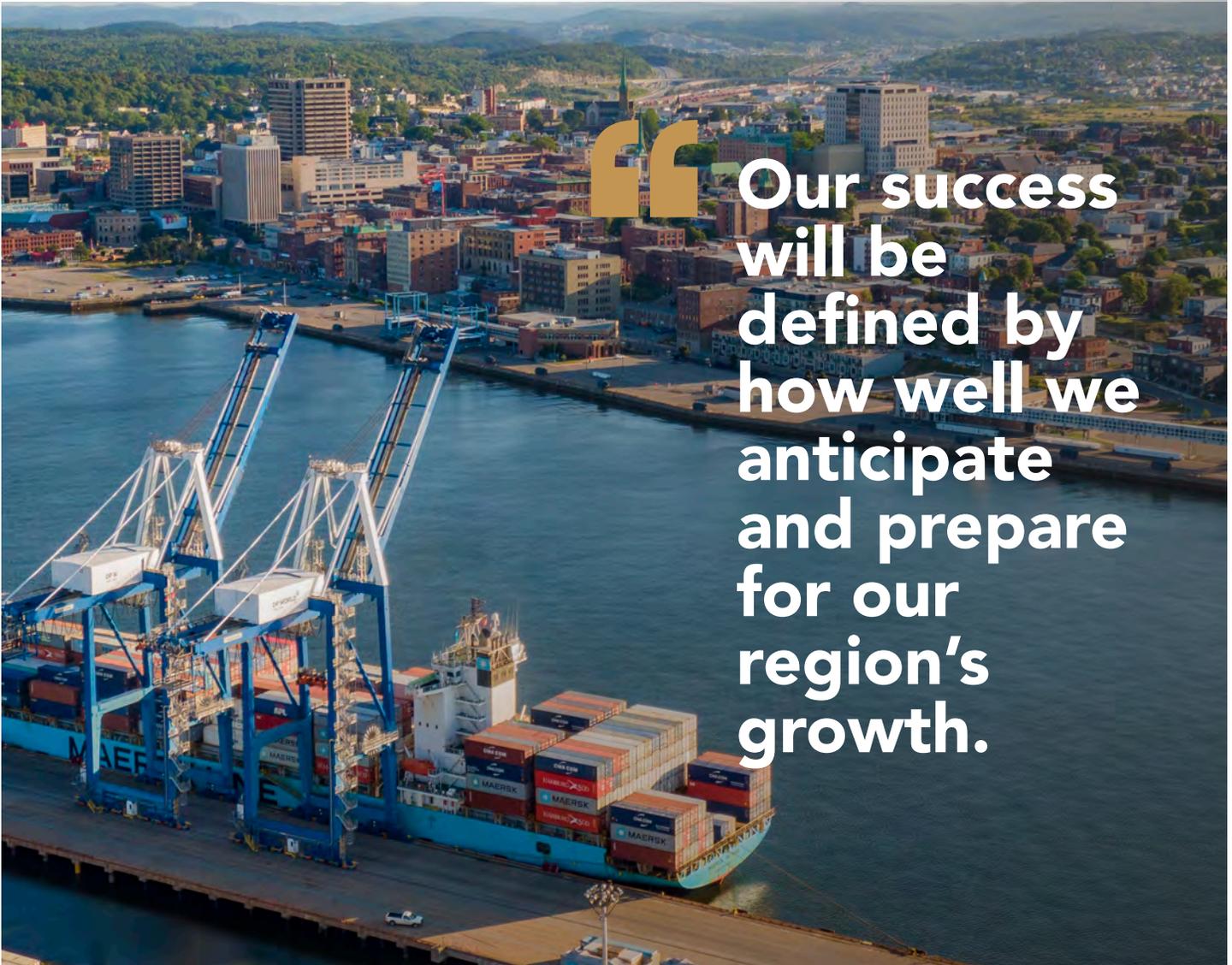
Envision Saint John was born from a desire to have a single entity charged with fostering growth in our community and realizing that vision.

Made up of the urban hub of the City of Saint John and the towns of Grand Bay-Westfield, Hampton, Quispamsis, Rothesay, and St. Martins – each with their own identity yet sharing a common desire for sustainable growth. Now, we are working together collectively to attract growth with a singular purpose.

Envision Saint John is strategically led by an independent Board of Directors made up of business and academic leaders along with municipal and provincial investor representatives.

**“ Put simply,
we attract
growth, we
don’t create it.”**





Our success will be defined by how well we anticipate and prepare for our region's growth.

A new type of growth agency

Envision Saint John is an agency of today and tomorrow. We have a unique role to play. Envision Saint John will not directly create the jobs that will fuel the Saint John region's economic rebirth. Alignment with our partners is our path forward. We will work collaboratively with a range of local, national, and international partners to create platforms for growth that will build an ecosystem that attracts and sustains the investment our community desires.

Put simply, we attract growth, we don't create it. We leverage the power of our own momentum. We will attract growth by delivering an authentic and substantive place brand for those seeking to invest, to live, or to visit.

As an agency, we are united in our principles. These values animate and inspire us every day.

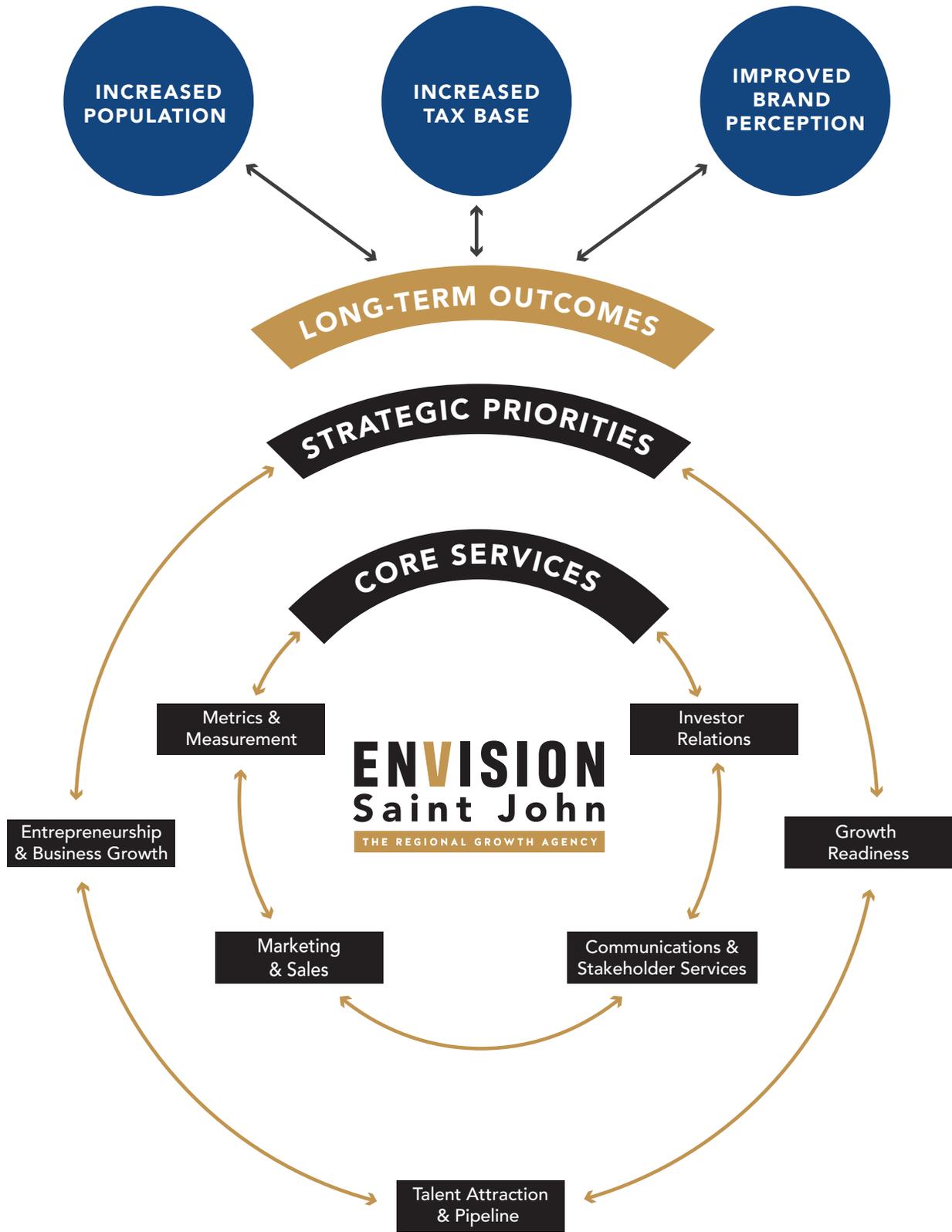
Our value proposition

ENVISION SAINT JOHN: THE REGIONAL GROWTH AGENCY

**is accelerating regional growth by
connecting innovators, entrepreneurs,
and builders to get stuff done now.**

Our guiding principles

In service	Service to others Create the conditions for success Atmosphere of trusted space Attract change rather than force it
Whole-system view	Looks at the larger picture – alignment Identifies platforms and players Diversity of participation
Agile	Shared experimentation Iterative learning and action Monitors and catalyzes execution
Gratitude	Appreciation of all the good in the region Recognition and celebration of reaching goals Highlights other’s contributions
Authenticity	Strength-based approach Lean into natural assets Growth mindset Sense of belonging and community



WHAT WE DO

Strategic priorities

While no single entity can be accountable for all growth outcomes, we have identified three strategic priority platforms that will be the focus of Envision Saint John. These are both overlapping and reinforcing and are foundational for our collective success.

GROWTH READINESS

Our success will be defined by how well we anticipate and prepare for our region's growth. As an agency, while we will not be accountable for delivering on the readiness, we have the benefit of a whole-system view to steward our region to support our growth agenda. We believe growth readiness is a strategic priority and a call to action to all our partners. A strong city core will be critical as most growth will be centre-out.

Growth readiness includes future-back strategies to address labour force, housing, strategic real estate development, access to healthcare, schools, and other community amenities. People and investment select places that tick all those boxes.

TALENT ACQUISITION & PIPELINE

While our work will be within the context of achieving population growth for the entire region, Envision Saint John recognizes that a more complex strategy is required to grow the working population including immigration, repatriation, and retention. Based on feedback from employers, finding talent is a universal challenge for our region. Envision Saint John will be a catalyst in ensuring we are graduating, upskilling, and attracting the skills and expertise to provide the labour force that the global economy demands.

ENTREPRENEURSHIP & BUSINESS GROWTH

The City of Saint John is in the enviable position of being home to global headquarters and the birthplace of transformational companies. Envision Saint John, with a view of the whole ecosystem, can foster connections to ensure companies spanning sectors can start up and scale up, obtain access to capital, and build relationships with established businesses.

Our role at Envision Saint John is to engage the ecosystem, listen to the entrepreneurs and leaders doing and facilitating this work, and lead the process of designing a high-potential innovation play for our region.

By solidifying partnerships with industry, business, government, and academia, Envision Saint John is ensuring that the experts are taking the lead in building and nurturing the entrepreneurial ecosystem.

Core services

Envision Saint John will support these Strategic Priorities by providing four Core Services:

METRICS & MEASUREMENT

The Agency will curate data and metrics to support growth activities to:

- Inform decision making
 - Report regional leading and trailing indicators of growth
 - Assess Agency performance
 - Evaluate individual projects and platforms
 - Populate a regional community dashboard
-

MARKETING & SALES

Envision Saint John will institute a marketing and sales strategy that delivers the right messaging into the right hands to increase recognition of the region and its key assets. The Agency will also integrate with efforts performed by partner agencies such as Opportunities New Brunswick, Invest in Canada, Tourism New Brunswick, and Destination Canada.

Envision Saint John will be an ambassador to raise awareness of the region on a global stage by:

- Articulating a clear and positive place brand to differentiate and promote our region
 - Amplifying regional success stories and opportunities
 - Developing a set of turn-key materials that will advance the measures-that-matter for each of the key pillars of attraction - people, visitor, business, and investment
-

INVESTOR RELATIONS

The full capabilities of the Saint John region can best be realized when the municipal investors and provincial and federal partners are appropriately informed and engaged on opportunities, activities, developments, risks, and results. All need to be bought into the mutual benefit that comes from the success of the region. Likewise, clear, and transparent communications will build a working level of trust among all partners.

COMMUNICATIONS & STAKEHOLDER RELATIONS

Envision Saint John will have a lead role in keeping stakeholders, partners, and the public at large aware of the opportunities and activities affecting the economic health and sustainability of the region. Envision Saint John will coordinate knowledge sharing and discussions on important topics of the day, the results of which will help form the foundations of future collaborative action.

Potential areas of opportunity

We will collaborate with our governmental and industry organizations, academia, and private sector partners to anticipate and leverage potential areas of opportunity while at the same time nurture current success.

The sectors below represent areas of opportunity where the Saint John region has either existing industry strength or significant growth potential:

- Logistics and Trade
- Digital Health
- Energy
- Tourism
- Information and Communications Technology (ICT)
- Cybersecurity
- Oceans
- Forestry
- Advanced Manufacturing

We have clear competitive advantages in these sectors with many established companies, yet there is also an opportunity for significant growth. The global pace of change is accelerating, and Envision Saint John needs to be able to pivot to tackle new opportunities when they arise.



HOW WE DO IT

Platform Methodology

Envision Saint John will map ecosystems and convene strategic platforms for each area of opportunity and help set specific growth goals, projects, and timelines. This platform methodology will provide the framework for everything we do.

This is where the magic happens. By bringing the right people to the table and identifying clear objectives, we act as a catalyst and convenor to accelerate the work needed to achieve growth – right now.

We will work jointly with stakeholders throughout the region and beyond to ensure we have the pieces in place to deliver on our collective growth agenda.

Priority platforms will change and need varying levels of Agency support at any given time. What will be consistent is that each platform will begin with a discovery process within the ecosystem to ensure clarity of purpose and the appropriate engagement from the experts, the experienced, and the engaged.

This model in action will demonstrate the power of a collective approach to solving both complex and acute problems and identifying growth opportunities.

Criteria for agency engagement

When evaluating areas of opportunity to determine allocation of resources and influence, Envision Saint John will be using a combination of the following criteria:

- Aligns with our Value Proposition
- Aligns with our Guiding Principles
- Supports our Strategic Priority platforms
- Leverages our Core Services
- Partners with ecosystem(s)
- Adds value and return on investment (financial, time, resource, etc.)
- Reinforced by meaningful data

Defining success

Meaningful and specific KPIs will be established. As an agile agency, our iterative and refining process of measurement and evaluation will include:

- Assessing the validity of the platform model and understanding better what is effective in refining and advancing this model, creating the conditions for its success, and testing alternatives.
- Increasing the precision of 10-year outcome targets and develop proximate and leading indicators that would signal progress or challenges in moving towards these.
- Developing, implementing, and refining a performance monitoring system that includes stage specific KPIs, including establishing a baseline, for the following:
 - Envision Saint John's performance
 - Platform performance and outcomes
 - Regional outcomes

The collaborative efforts of the Agency and our partners is designed to achieve the following in 10 years:

**Population
Growth**

INCREASE BY

25,000

**Municipal Property
Tax Revenue**

INCREASE BY

30-35%

**Regional Brand
Perception**

**Annual
increase**



2023 July 10 Open Session FINAL_219
Kennebecasis Valley Fire Department Inc.
Chief Michael Boyle Deputy Chief Shawn White

7 Campbell Drive, Rothesay, NB E2E 5B6
Phone (506) 848-6601 Fax (506) 848-6608
Email: admin@kvfire.ca

To: Mary Jane Banks, Rothesay Town Clerk

From: Chief Michael Boyle

Re: Consumer Fireworks Regulation/Use in the Kennebecasis Valley

Date: June 28th, 2023

Origin

Rothesay Council received correspondence from a resident at the June 12, 2023 Council meeting regarding the safety, noise disturbance, fire risk and environmental impacts of the use of fireworks. Council requested a report from the Fire Chief with respect to Consumer Fireworks.

Summary

Consumer fireworks (those available to anyone commercially) are easily obtainable for purchase and use by citizens, in many cases without any safety training, conditions, permits or restrictions required. Consumer fireworks storage requirements for vendors are not as stringent as those for high level, display fireworks used under permits by trained and certified fireworks shooters. There are professional firework (pyrotechnic) companies that exist to run fireworks displays safely and effectively. Although there have not been any significant fires or injuries as the result of fireworks in the Kennebecasis Valley, they do result in documented cases of fire and injury. A sample of 587 fire departments across Canada indicates that 142 or 24% of fire departments responded to at least one call involving consumer fireworks in 2022 (*Canadian Association of Fire Chiefs*). It is not possible to measure the nuisance caused by fireworks.

Legislation

Rothesay has two by-laws that regulate the use of fireworks within the Town – By-laws 4-03 and 3-20. Related sections are shown below:

BY-LAW NO. 4-03 Relating to Peace, Order, and the Prevention of nuisances which states:

No person shall:

- detonate fireworks or explosive devices not used in construction unless authorized by the Chief of Police and the Fire Chief.

BY-LAW NO.3-20 Respecting Fire Prevention and Protection which states:

FIREWORKS

29.No person shall set off fireworks when there is a burning ban issued by the Fire Chief or the Province of New Brunswick.

Consumer Fireworks

30.Every person who sets off consumer fire works shall:

- a) provide and maintain fully operational fire extinguishing equipment ready for immediate use and present at all times for a reasonable period thereafter, at the location or site of the setting off of the consumer fireworks. This includes having knowledge of the operational procedures associated with said fire extinguisher equipment;
- b) Follow the manufacturer's requirements for the discharge of fireworks;
- c) Permit the inspection of any site where consumer fireworks may be stored, set off or displayed, and the consumer fireworks themselves, together with all associated equipment, by anyone authorized to enforce this By-law, forthwith upon demand; and
- d) Comply with the Municipality's noise By-law.

31.No person shall store, handle or set off consumer fireworks in an unsafe manner or in a manner that creates a nuisance, taking into account the noise, danger from fire and explosion, and risk of death, injury and damage to property inherent in the storage, handling or use of fireworks.

Sale and Enforcement of Fireworks

Within both Rothesay and the Town of Quispamsis, fireworks are readily available at "dollar" stores, hardware stores and convenience stores and each municipality has by-laws regarding their use. There are several variations of fireworks regulations/by-laws amongst municipalities in New Brunswick; some are noted:

- In Dieppe, fireworks cannot be sold or deployed without a commercial license and approval from the Fire Chief
- In Fredericton, fireworks may be sold but are heavily regulated; essentially a permit and fireworks professional is needed to have a fireworks display
- In Oromocto, consumer fireworks are not permitted to be sold and a professional display requires permission from the Fire Department
- In Riverview, fireworks may be sold but are restricted unless there is permission from the Fire Chief. The Fire Department also requires an insurance policy to be held by the applicant conducting the fireworks display
- In Moncton, consumer fireworks are not permitted
- In Saint John, the sale of fireworks is not permitted
- Edmundston has no by-laws regarding fireworks

Discussion

It is reasonable to assume that the sale of fireworks implies consent by the Towns for residents to purchase and use fireworks. Even with robust public education or social media campaigns, those purchasing fireworks are unlikely to be aware of the safe use of or dangers posed by fireworks. In addition to the fire risk, fireworks cause a nuisance and stress for certain populations and pets and also pose a significant risk for personal injury. The fire department would support the town pursuing this from a provincial perspective with questions pertaining to the regulations on the sale and use of consumer fireworks.

The enforcement of the use of fireworks is exceedingly challenging for protective services. Most consumer fireworks displays are of short duration and if a complaint is received by either Department, when firefighters or police officers respond and investigate, the fireworks display is over and evidence of where they were set off or by whom is difficult to obtain. Also, unlike a recreational fire, it is difficult for complainants to pinpoint the exact address of where fireworks were detonated.

A permitting option or the Fire Department granting permission for consumer fireworks is not a feasible option as it would put an unreasonable burden and liability on the Fire Department and Towns. The Department does not have the capacity to inspect, manage and enforce the requirements for a permitting program for consumer fireworks.

Recommendations

It is acknowledged that, regardless of the approach taken by the Town, the likelihood of reducing the use of fireworks to zero is unlikely. Without cooperation from the Town of Quispamsis, a ban on the sale of fireworks within Rothesay would likely have little impact. The effectiveness of other alternatives cannot be determined at present but would be a positive step forward.

Four options are presented for Council to consider.

- In coordination with the Town of Quispamsis, ban the sale of fireworks within both municipalities and update the relevant by-laws also banning the use of consumer fireworks; *OR*
- Ban the sale of fireworks and update the Rothesay Fire Protection and Noise/Nuisance by-laws banning the use of consumer fireworks. Encourage the Town of Quispamsis to update their by-laws in a similar fashion; *OR*
- Update the Rothesay Fire Protection and Noise/Nuisance by-laws to only allow consumer fireworks on specific dates/times, e.g., Canada Day, before 11 pm; *OR*
- Maintain the status quo, and conduct a social media campaign/public education program with both Towns, the Kennebecasis Valley Fire Department and the Kennebecasis Regional Police Force



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 10, 2023

TO: Mary Jane Banks, Town Clerk

SUBMITTED BY:

Brian White, Director of Planning and Development Services

DATE: 4 July 2023

SUBJECT: Discharge Agreement - 127 Hampton Road (PID 00243006)

RECOMMENDATION REPORT

RECOMMENDATION

Council HEREBY discharges the existing development agreement, with Rubicon Marketing Inc. dated the April 8, 2002, and registered in Kings County as Document Number 19069146 on the 8th day of September, 2004.

BACKGROUND

Mr. Philip Pugsley is the Director of Rubicon Marketing Inc. which owns 127 Hampton Road. The property is zoned Central Commercial and is On April 8, 2002, Rothesay Council did enter into a Development Agreement with Rubicon Marketing Inc. to rezone a single-family dwelling to a commercial use. Mr. Philip Pugsley has operated his law office from the property since that time. Mr. Pugsley, now wishes to unencumber his property by discharging the 2002 Agreement.

Staff have reviewed the 2002 agreement and find no outstanding or unfulfilled obligations. By removing the development agreement, the property would no longer bound by specific development restrictions or requirements associated with the law office use. This allows for greater flexibility in the future development of the property in line with the Central Commercial zoning.

Overall, removing development agreements from properties that were rezoned decades ago is important in order to ensure that any future development is consistent with the current Municipal Plan and not circumvented by a twenty-year old agreement.

Staff recommend that Council consider entering into a DISCHARGE AGREEMENT to remove the previous 2002 agreement.

ATTACHMENTS

Attachment A – Draft Discharge Agreement

Attachment B – 2002 Existing Agreement (to be discharged)

DISCHARGING AGREEMENT

Land Titles Act, S.N.B. 1981, c.L-1.1, s.24

Parcel Identifier of Parcel directly benefitting from this Agreement:

00243006
(hereinafter called the "Lands")

Owner of Parcel directly benefitting from this agreement:

RUBICON MARKETING INC.
127 Hampton Road, PO Box 4818
Rothesay, NB, E2E 5X5
(Hereinafter called the "Developer")

Discharging/Releasing Party:

ROTHERSAY
70 Hampton Road
Rothesay, NB, E2E 5L5
(hereinafter called the "Town" and being a body corporate under and by virtue of the *Local Governance Act*, RSNB 2017, Chapter 18, located in Kings County, New Brunswick)

WHEREAS the Developer is the registered owner of the said Lands, being located at 127 Hampton Road, Rothesay, New Brunswick;

WHEREAS by virtue of the Town's By-law No. 7-02 and the Development Agreement between the Developer and the Town, registered pursuant to the *Land Titles Act* (New Brunswick) on the 8th day of September, 2004 as Document Number **19069146**, (hereinafter called the "**Development Agreement**") the Town acceded to the Developer's request for rezoning of the said Lands from a residential zone to the "Highway Commercial" zone to permit a specific proposed commercial use thereof;

AND WHEREAS subsequent to the enactment of By-law No. 7-02 the said Lands and other neighbouring land parcels have been further rezoned to the less restrictive "Central Commercial" zone, to which zone the said Lands presently belong, and the Developer has requested of the Town that the said Development Agreement be terminated and discharged;

AND WHEREAS, pursuant to the procedures and requirements contained in the *Community Planning Act* (New Brunswick), by resolution at its meeting held on July ____, 2023 Rothesay Council approved the said request for termination and discharge:

WITNESS that the Town and the Developer hereby mutually agree and confirm that the said Development Agreement is terminated and discharged and that the Registrar of Land Titles is requested to record in the title register in respect of the said Lands the said termination and discharge pursuant to this Discharging Agreement.

This Discharging Agreement shall be binding upon the Town, the Developer and their respective successors and assigns and shall enure to the benefit of the Developer, its successors, and assigns, and for the benefit of the said Lands.

[signature page follows]

IN WITNESS WHEREOF the Developer and the Town have caused this Agreement, made in duplicate, to be duly executed under their respective seals by their respective authorized officer or officers as of July ___, 2023.

RUBICON MARKETING INC.

Per: _____
Philip H. Pugsley, President

ROTHESAY

Per: _____
Nancy E. Grant, Mayor

Per: _____
Mary Jane E. Banks, Clerk

DRAFT

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: MARY JANE E. BANKS
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Deponent: Clerk

Corporation: ROTHESAY

Other Officer Who Executed the Instrument: NANCY E. GRANT
70 Hampton Road
Rothesay, N.B.
E2E 5L5

Office Held by Other Officer Who Executed the Instrument: Mayor

Place of Execution: Rothesay, Province of New Brunswick.

Date of Execution: _____, 2023

I, MARY JANE E. BANKS, the deponent, make oath and say:

- 1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me and NANCY E. GRANT, the other officer specified above, as the officers duly authorized to execute the instrument on behalf of the said corporation;
3. That the official seal of the said corporation and was so affixed by order of the Council of the said corporation, to and for the uses and purposes therein expressed and contained;
4. That the instrument was executed at the place and on the date specified above.

SWORN TO at the Town of
Rothesay, in the County of Kings,
and Province of New Brunswick,
this ___ day of _____, 2023
BEFORE ME:

_____)
_____)
Commissioner of Oaths _____)

_____)
MARY JANE E. BANKS _____)

19069146

2004-09-08
15:44:50

AGREEMENT

Entered into under Section 39 of the *Community Planning Act*.

Parcel Identifier:	00243006
Developer:	Rubicon Marketing Inc. 127 Hampton Road Rothesay, NB E2E 2N7
Municipality:	Rothesay 70 Hampton Road Rothesay, NB E2E 5L5

WHEREAS the Developer represents itself to be the owner in fee simple of PID 00243006, which land is hereinafter referred to as the "Lands" and is shown on Schedule "A" here to; and

WHEREAS the Developer has submitted to the Town a specific proposal for the development of the Lands, to be for office use (the "specific proposal").

WHEREAS the Developer in conjunction with the said specific proposal has proposed to the Town to have the Lands re-zoned from Single Family Dwellings to Highway Commercial in order to accommodate the specific proposal; and

WHEREAS the Town, through By-law No. 7-02 enacted April 8, 2002 has expressed a preparedness to accede to the Developer's re-zoning request pursuant to Section 39 of the Community Planning Act, R.S.N.B. (1973) Chapter C-12 and amendments thereto, subject to the terms and conditions that are contained herein:

NOW THEREFORE THIS INDENTURE WITNESSETH that in consideration of these presents, the re-zoning applied for by the Developer and the terms, conditions and covenants contained herein, the parties hereto agree each with the other as follows:

Sanitary Sewer System

1. The Developer shall carry out, ensuring compliance with Town By-laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - (a) Engineering design, supply, installation, inspection and construction of all service lateral or laterals necessary to make any future connections or repairs to connect to the existing sanitary sewer system inclusive of all pipes, laterals, fittings, and precast concrete units. The Developer shall connect to the existing sanitary sewer system at a point on the Rockhaven Place, the precise location of which shall be determined by the Town Engineer or such other person as designated by the Town.
 - (b) Providing and granting to the Town, its successors and assigns, unencumbered easements with respect to any future connection, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the sanitary sewer serving the lands, inclusive of all pipes, laterals, fittings and precast concrete units servicing the Lands of the Developer.
 - (c) The Developer agrees to submit for approval by the Town, prior to commencing any work to connect to the sanitary sewer system, any plans required by the Town, with each such plan meeting the requirements as described in the Specifications for Developers and amendments thereto (hereinafter referred to as the "Specifications for Developers").
2. The written confirmation of the Town Engineer or such other person as designated by the Town that the construction of the pipes, laterals, fittings and other work required to connect to the existing Town sanitary sewer system has been satisfactorily completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for retail or office establishments or prior to the occupation of any buildings or portions thereof to be constructed upon the Lands pursuant to the specific proposal under this Agreement.
3. It is expressly agreed and understood that all connections to the Town sanitary sewer system shall be supervised by the Town Engineer or such other person as is designated by the Town and shall occur at the sole expense of the Developer.



Water Supply

4. The Developer shall carry out, ensuring compliance with the Town By-Laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - (a) Engineering design, supply, installation, inspection and construction of all future service lateral or repairs necessary to connect to the existing Town water supply and be responsible for all pipes, laterals, fittings and precast concrete units. The service laterals shall be connected to the existing Town service laterals at a point on the Rockhaven Place, the precise location of which shall be determined by the Town Engineer or such other person as designated by the Town.
 - (b) Providing and granting to the Town, its successors and assigns, unencumbered easements with respect to any future connection, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the water supply system including the water service laterals servicing the Lands of the Developer.
 - (c) The Developer agrees to submit for approval by the Town, prior to commencing any work, any plans required by the Town, each plan to meet the requirements described in the Specifications for Developers.
5. The written certification of the Town Engineer or such other person as designated by the Town, that any future connection of service laterals and the connection to the existing town water supply has been satisfactorily completed and constructed in accordance with the Specifications for Developers.
6. The water supply will be supplied as a metered water supply.
7. The Town does not guarantee and nothing in this Agreement shall be deemed to be a guarantee of an uninterrupted supply or of a sufficient or uniform water pressure or a defined quality of water. The Town shall not be liable to the Developer or to any person, firm or corporation for any damage or injury caused by the interruption of the supply of water, the lack of uniform pressure thereof or the quality of water. The Developer further acknowledges and agrees that:
 - (a) The Developer acknowledges and agrees that the water supply shall not be used to service any water-to-air heat pump or exchanger and that there will be no inter-connection with domestic wells.
 - (b) The Developer agrees that a separate water meter shall be installed for each connection made to the Town Water System.



- (c) The Developer agrees that the Town shall terminate the Developer's connection to the Town water system in the event that the Town finds that the Developer is drawing water for an unauthorized purpose.
- 8. The Town shall supply to the Developer or to the Developer's Engineer detailed specifications for any new water service lateral system to service the Lands.
- 9. It is expressly agreed and understood that all connections to the Town water mains shall be supervised by the Town Engineer or such other person as is designated by the Town and shall occur at the sole expense of the Developer.

Storm Water Control System

- 10. In conjunction with any further development of the said lands, the Developer shall carry out, if requested by the town of Rothesay or its representatives, ensuring compliance with Town By-laws and Municipal Plan and subject to inspection and approval by Town representatives, and pay for the entire actual costs of the following:
 - (a) Construction of a storm water control system including pipes, fittings, precast sections for manholes and catch basins as well as top soil and hydro-seeding and/or seeding of shoulders of roadways. The Developer further agrees to submit to the Town Engineer detailed engineering plans (meeting the requirements as described in the Town Specifications for Developers) for a storm water system to service the Lands and control the disposal of storm water from the Lands.
 - (a) Providing and granting to the Town, its successors and assigns, unencumbered easements, in the form customarily used by the Town, which the Town might deem necessary to adequately provide for the operation and maintenance of the storm water control system.
 - (c) The Developer agrees to submit for approval by the Town, prior to commencing any work on the storm water control system, such plans required by the Town, each plan meeting the requirements as described in the Specifications for Developers.
 - (d) The written certification of the Town Engineer or such other person as designated by the Town that the construction of the said storm water control system has been satisfactorily been completed and constructed in accordance with the Specifications for Developers is required prior to using the Lands for the specific proposal or prior to the occupation.



of any buildings or portions thereof to be constructed upon the Lands pursuant to the specific proposal under this Agreement.

Development of Site

11. The Developer shall create, install, construct and maintain landscaping and buffer areas (the "landscaping"), buildings, access and exit driveways, parking areas, internal vehicle routes, loading/unloading areas, concrete curbing and fences, in accordance with the specifications on the site plan attached hereto as Schedule "B" (the "site plan"). The Developer shall maintain, at its own expense, the Lands, buildings or structures shown on the site plan in a condition appropriate to the area in which it is located, such determination to be made in accordance with standards prescribed by the Council of the Town.

Snow Removal

12. The Developer shall:
- (a) Devise a plan designating snow storage area for the Lands which is acceptable to the Town and the Developer further expressly agrees to conform to such plan.

Site Plan and Building Permit

13. The Developer expressly agrees and understands that notwithstanding any provision of the Town's Building By-laws or any statutory By-law or regulatory provision to the contrary, the Building Inspector shall not issue a building permit to the Developer for the relocation erection construction or enlargement of any structure directly connected with the development of the Lands, nor shall the Developer be entitled to such a permit unless and until:
- (a) the Town Engineer has approved in writing:
- (i) The storm water control system if required referred to in paragraph 10;
- (ii) the site plan referred to in paragraph 11 illustrating the precise size, location and configuration of the landscaping, buildings, access and exit driveways, parking areas, internal vehicle routes, loading/unloading areas, concrete curbing and fences; and
- (iii) The precise size, location, number, quality, and kind of vegetation, plants, trees, hedges and shrubs necessary to fulfill the requirements of the landscaping referred to in paragraph 11 herein.



- (b) the Town has received a certificate from the Department of Environment and Local Government for the Province of New Brunswick satisfying the Town that there are no pending governmental or administrative actions or restrictions which may cause the proposed use of the Lands not be in compliance with the current environmental laws; and
 - (c) The Developer deposits with the Town an Irrevocable Letter of Credit from a Canadian Chartered Financial Institution or other security acceptable to the Town in a sum sufficient to cover the Town Engineer's estimate of:
 - (i) the cost of executing the work approved by the Engineer pursuant to paragraphs 1, 3, 4, 6, 9, 10, and 11; or
 - (ii) complete, to the satisfaction of the Town Engineer, the work required to be secured under paragraphs 1, 3, 4, 6, 9, 10 and 11 within twelve (12) months of the delivery to the Town of the said security; and
 - (iii) the Letter of Credit shall contain a provision that upon the expiration of a twelve (12) month term it be renewed and extended without amendment from year to year until such time as the Town has accepted "final completion" of the work mentioned in paragraph 1, 3, 4, 6, 9, 10 and 11 by resolution of the Town Council and the Developer has been notified of such by registered mail.
14. The Developer agrees that the existing garage can not be used to establish a separate business operation. The garage may be used for a storage space or the parking of motor vehicles which is incidental to the main use of the building. The garage may also be removed or demolished upon receipt of the necessary permits. If and when the garage is no longer on the property the lands that the garage occupied must be landscaped or converted to a parking area.
15. The Developer agrees that the customer parking area as indicated on the site plan will be finished with either asphalt or a chip seal surface with in twenty-six months of the signing of this agreement.
16. The Developer agrees that the trees and vegetation, which exists on the back property lines of the site, must be maintained as indicated on the site plan. This buffer of trees must be maintained at a minimum width of three (3) meters measured from the rear property lines towards the center of the Lands.

Handwritten signature and initials, possibly 'TJ', located in the bottom right corner of the page.

This buffer may be cut to allow for the installation or maintenance of water, sanitary sewer, storm sewer or power and telephone lines but then must be restored to the satisfaction of the Town. The Developer may perform maintenance to the trees with in this buffer, such as cutting of dead or fallen trees. If the Town deems it necessary, additional trees, may be required to be planted in the buffer. The location, size, and type are to be determined by the Town or its representatives.

17. The Developer agrees that there will be no access or driveway developed from the property to Rockhaven Place.
18. The Developer agrees that there will be only one free standing sign and one fascia sign will be erected on the property and will be subject to the approval of the Planning Advisory Committee under the provisions of the Sign By-law.

Retaining Walls

19. The Developer agrees that the use of gabien basket retaining walls are not appropriate and will not be used for erosion protection or slope stability for the development.

Indemnification

20. The Developer does hereby indemnify and save harmless the Town from all manner of claims or actions by third parties arising out of the work performed hereunder except claims or a actions resulting from the negligence of the Town, and the Developer shall file with the Town prior to the commencement of any work hereunder a certificate of insurance naming the Town as co-insured, evidencing a policy of comprehensive general liability coverage on "an occurrence basis" and containing a cross-liability clause which policy has a limit of not less than Two Million Dollars (\$2,000,000.00). The aforesaid certificate must provide that the coverage shall stay in force and not be amended, cancelled or allowed to lapse within thirty (30) days prior to notice in writing being given to the Town. The aforesaid insurance coverage must remain in full force and effect during the period available to the Developer pursuant to this agreement to complete the work set out in paragraphs 1, 3, 4, 6, 9, 10, and 11 as described in this Agreement.

Notice

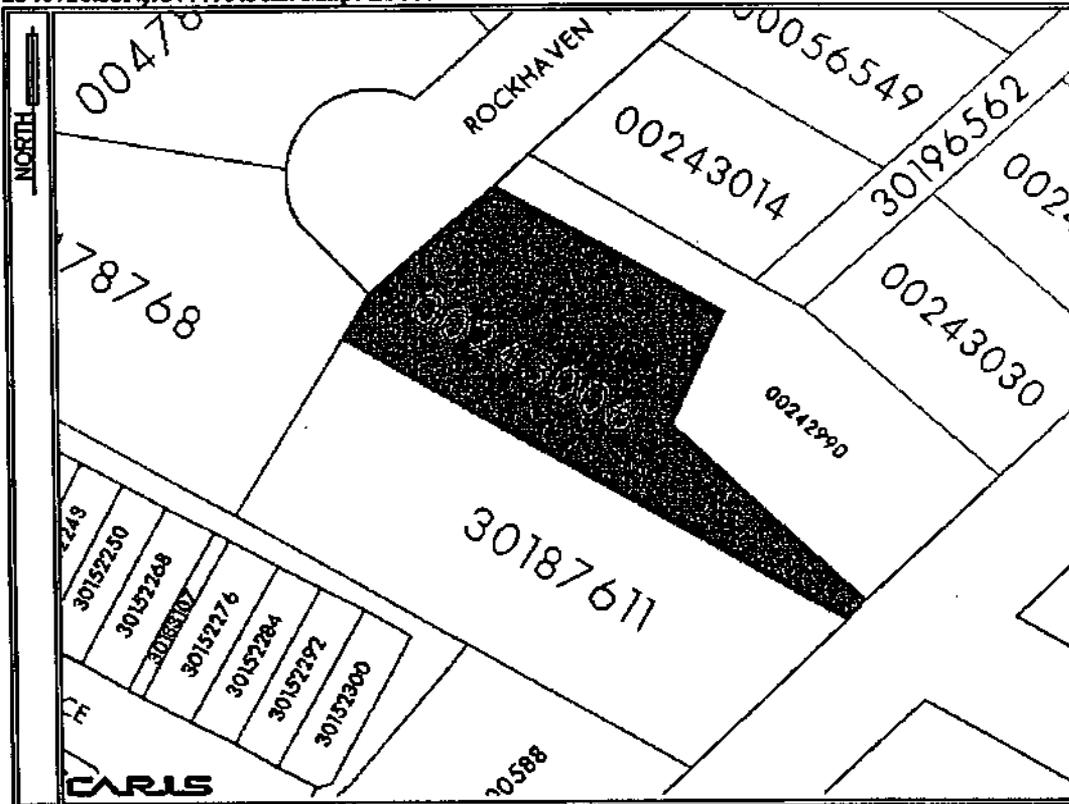
21. Any notice or advice which is to be given under this Agreement shall be deemed to have been satisfactorily given to the Developer if delivered personally to 127 Hampton Road, Rothesay, NB or by prepaid registered mail addressed to Rubicon Marketing Inc., P.O. Box 4818, Rothesay NB E2E 5X5

Handwritten signature and initials, possibly 'TS', located in the bottom right corner of the page.

Schedule A

PLANET

Scale is 1:1000. The centre of this image is 45-23-57.57N,65-58-47.45W, 2540726.53N,7377799.50E. Map: nb0605



This map is a graphical representation of property boundaries which approximates the size, configuration and location of properties. It is not a boundary survey and is not intended to be used for legal descriptions or to calculate exact dimensions or area.

The mouse click will return detailed information on the selected feature.

ZOOM IN: [2] [5] [10] PAN: [Home] [Left] [Right] [End] ZOOM OUT: [10] [5] [2] MENU: [E]

You may also select different data layers to be displayed.

- Roads & Hydrographic Features
- Show PIDs

Image Only

Change scale to: [Submit] [Reset]

Handwritten signature and initials

Form 45

AFFIDAVIT OF CORPORATE EXECUTION

Land Titles Act, S.N.B. 1981, c.L-1.1, s.55

Deponent: **Philip H. Pugsley**
127 Hampton Road
Rothesay, NB
E2E 2N7

Office Held by Deponent: **President**

Corporation: **Rubicon Marketing Inc.**
127 Hampton Road
Rothesay, NB
E2E 2N7

Place of Execution: **Rothesay, NB**

Date of Execution: August 23, 2004.

I, **Philip H. Pugsley**, the deponent, make oath and say:

1. That I hold the office specified above in the corporation specified above, and am authorized to make this affidavit and have personal knowledge of the matters hereinafter deposed to;
2. That the attached instrument was executed by me, as the officer duly authorized to execute the instrument on behalf of the corporation;
3. That the seal of the corporation was affixed to the instrument by order of the Board of Directors of the corporation;
4. That the instrument was executed at the place and on the date specified above;
5. That the ownership of a share of the corporation does not entitle the owner thereof to occupy the parcel described in the attached instrument as a marital home.

DECLARED TO at Rothesay,)
in the County of Kings and)
Province of New Brunswick, on)
The August 24th day of 2004.)

BEFORE ME:)

Elizabeth Downing
Commissioner of Oaths)
my commission EXPIRES)
December 31, 2008)

Philip H. Pugsley
Philip H. Pugsley)

PROVINCE OF NEW BRUNSWICK

COUNTY OF KINGS

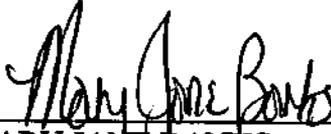
AFFIDAVIT

I, MARY JANE BANKS, of the town of Rothesay, in the County of Kings and Province of New Brunswick, MAKE OATH AND SAY AS FOLLOWS:

1. That I am the Clerk of the town of Rothesay, a municipality in the County of Kings and Province of New Brunswick and have personal knowledge of the matters and facts herein deposed to and have the authority to make this affidavit on behalf of the Town.
2. That the signature "Mayor William J. Bishop" subscribed to the within instrument is the signature of Mayor William J. Bishop, who is the Mayor of the town of Rothesay, and the signature "Mary Jane Banks" is my signature and is in the proper handwriting of me, this deponent, and was hereto subscribed pursuant to resolution of the Council of the said Town to and for the uses and purposes therein expressed and contained.
3. That the Mayor and Clerk of the Town are duly authorized by the said Town to execute the within instrument.
4. That the Corporate seal affixed to the said instrument is the Corporate seal of the said Town.

SWORN TO BEFORE ME at the town of Rothesay, in the County of Kings, and the Province of New Brunswick, this 8th day of June 2004.


 A COMMISSIONER OF OATHS

)
)
) 
) MARY JANE BANKS
)
)
)

S.M. HATCHER
 Commissioner of Oaths
 My Commission Expires
 December 31, 2006



70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 10, 2023

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jarvie, Town Manager

DATE: July 5, 2023

SUBJECT: Contract T-2023-001A
Sidewalk Renewal and Miscellaneous Pipe Repairs

RECOMMENDATION

It is recommended that Rothesay Mayor and Council award Contract T-2023-001A: Sidewalk Renewal and Miscellaneous Pipe Repairs to the low tenderer, Galbraith Construction Ltd., at the tendered price of \$785,478.75 (including HST), as calculated based on estimated quantities and further that the Mayor and Town Clerk be authorized to execute the necessary contract documents.

ORIGIN

The 2023 General Fund Capital Budget includes funding for the rehabilitation of curb, sidewalk and underground infrastructure related to the resurfacing of the following streets in Rothesay:

Asphalt:

- Bel Air Avenue
- Biscayne Court
- Capri Avenue
- Charles Crescent
- Fernwood Lane
- McGuire Road
- McMackin Lane
- Phoenix Court
- Aries Court

BACKGROUND

The 2023 General Fund Capital budget included funding for asphalt resurfacing, concrete curb & sidewalk and underground infrastructure rehabilitation on the streets listed above. A tender for this work was issued in April 2023. The unit prices for the asphalt related items in the tender were deemed very high by staff and a recommendation to reject the tenders was approved by Council at their meeting of May 9, 2023.

The non-asphalt related items from the April 2023 tender were assembled into a new tender and advertised publicly on the New Brunswick Opportunities Network (NBON) on June 26, 2023.

TENDER RESULTS

The tender closed on July 5, 2023 and four (4) bids were submitted. All four (4) submitted bids were deemed compliant by the Tender Opening Committee. The results (including HST) were as follows:

- 1) Galbraith Construction Ltd., Saint John, NB \$ 785,478.75
- 2) L. Sanford & Sons, Bloomfield, NB \$ 906,997.69
- 3) Steele Trucking Ltd., Saint John, NB \$ 908,145.23
- 4) NRB Construction Company, Saint John, NB \$ 996,015.00

The engineer’s estimate was \$840,277.87 including HST

The tenders were reviewed by staff and all tenders were found to be formal in all respects. Staff is of the opinion that the low tenderer has the necessary resources and expertise to perform the work.

FINANCIAL IMPLICATIONS

The combined 2023 General and Utility Fund Capital Budgets included a total amount of \$1,325,000 to complete the entire project including asphalt resurfacing.

The anticipated completion cost of the non-asphalt related project is as follows:

	Total incl. HST	HST rebate	Subtotal	Diff from \$1,325,000 Budget
Consulting Fees	122,836.56	11,441.96	111,394.60	
Contract Cost	785,478.75	73,165.63	712,313.11	
Subtotal	908,315.31	84,607.59	823,707.71	501,292.29



Report Prepared by: Brett McLean, Director of Operations



Report Reviewed by: Doug MacDonald, Treasurer

A copy of this report can be obtained by contacting the Rothesay Town Clerk, 70 Hampton Road, Rothesay, NB E2E 5L5 (506-848-6664).

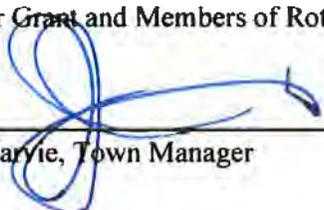


70 Hampton Road
Rothesay, NB
E2E 5L5 Canada

Rothesay Council
July 10, 2023

TO: Mayor Grant and Members of Rothesay Council

SUBMITTED BY:



John Jaryie, Town Manager

DATE: July 5, 2023

SUBJECT: Clark Road / Gondola Point Road Traffic Signals – Equipment Supply

RECOMMENDATION

It is recommended that Council accept the quote from:

- 1) Electromega in the amount of \$70,832.00 plus HST, for the purchase of traffic signal hardware for the Clark Road/Gondola Point Road intersection and further that the Director of Operations be authorized to issue a purchase order in that regard.
- 2) Mallard Forestry Equipment in the amount of \$31,551.00 plus HST, for the purchase of traffic signal poles and davit arms for the Clark Road/Gondola Point Road intersection and further that the Director of Operations be authorized to issue a purchase order in that regard.

ORIGIN

The 2023 General Fund Capital Budget includes funding for a project to signalize the intersection of Clark Road and Gondola Point Road including fully audible pedestrian controls.

BACKGROUND

The Town has received several requests over the years to signalize the intersection of Clark Road and Gondola Point Road.

Englobe Corp was engaged by the Town to conduct a study of traffic at this intersection in 2014. The resulting report included several recommendations including the installation of traffic signals. The project had been on-hold since 2014 owing to land acquisition issues, however the issues were resolved in 2022 and Council has included this necessary project as part of the 2023 Capital Budget. The overall project has an estimated cost of \$2.4M and borrowing authority has been granted by the Municipal Capital Borrowing Board.

DISCUSSION

There are currently eight signalized intersections maintained by the Rothesay Works Department: six owned by the Town and two owned by the province. All the signal hardware and controllers have been supplied by Electromega. Staff therefore recommend the pre-purchase of the signal hardware and controller for this intersection from Electromega.

FINANCIAL IMPLICATIONS

The 2023 General Fund Capital Budget includes an amount of \$2,400,000 for the overall project.

The analysis concludes that the total cost of the pre-purchase component of the project will be \$106,773.18 including the Town's eligible HST rebate. The table below demonstrates the project cost to-date and will be updated in subsequent Council reports as tenders for construction are received.

Item	Total	HST	HST rebate	Subtotal	Budget	Budget variance
Poles & Davit Arms	70,832.00	10,624.80	7,587.52	73,896.28		
Signals Hardware & Controller	31,551.00	4,732.65	3,379.74	32,903.91		
Consulting fees	205,887.30	30,883.10	22,054.65	214,715.75		
Construction						
Total	308,270.30	46,240.55	33,021.91	321,488.93	2,400,000.00	2,078,511.07

Report Prepared by: 
Brett McLean, Director of Operations

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